Océ User manual

Océ VarioPrint® 2062/75

Job manual

Océ-Technologies B.V.

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Notes for the reader

Introduction

This manual helps you to use the Océ VarioPrint® 2062/75 . The manual contains a description of the Océ VarioPrint® 2062/75 and guidelines to use and operate the Océ VarioPrint® 2062/75 . There are also tips to increase your knowledge of the Océ VarioPrint® 2062/75 and to help you manage the workflow even better.

Definition

Attention Getters

Parts of this manual require your special attention. These parts provide important, additional information or are about the prevention of damage to your properties.

Note, Attention and Caution

The words **Note**, **Attention** and **Caution** indicate these important parts.

- The word **Note** comes before additional information about the correct operation of the Océ VarioPrint® 2062/75 or a tip.
- A part marked with **Attention** contains information to prevent damage to items, for example the Océ VarioPrint® 2062/75 , an original or a file.
- A part marked with **Caution** contains information to prevent personal injury. **Caution** is found only in manuals that describe physical products.

Safety information

The safety information for this product is included in a separate manual with the title **Safety manual**. This manual is part of the documentation set that you received with your product.

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Chapter 1
Introduction

Your Océ product

Introduction

The Océ VarioPrint® 2062/75 is a digital printer, scanner and copier. When the Océ VarioPrint® 2062/75 is not connected to a controller, the Océ VarioPrint® 2062/75 can be used as a digital copier.

The Océ VarioPrint® 2062/75 products

The Océ VarioPrint® 2062/75 product range represents two products.

- The Océ VarioPrint® 2062.
- The Océ VarioPrint® 2075.

The products only have different print speeds.

The Océ VarioPrint® 2062/75 configurations

The Océ VarioPrint® 2062/75 has two configurations.

- The Network Printer
  This product type is connected to the network and can be used for copy, print and scan jobs.
- The Digital Copier
  This product type is not connected to the network and can be used for copy jobs.

What is in the Job Manual

Introduction

The Job manual describes the functions that the Océ VarioPrint® 2062/75 can perform. The tasks are explained in step-by-step instructions with many illustrations to make the steps clear. Furthermore, the Job Manual provides some practical background information on functions the Océ VarioPrint® 2062/75 has to offer. Thus, the Job Manual can help you learn to use all basic and smart functions.

Use the Job manual for your Océ VarioPrint® 2062/75

The table below describes which chapters of the Job manual specifically apply to one of the Océ VarioPrint® 2062/75 product configurations. All other chapters are applicable to both the Network Printer and the Digital Copier.

[1]

Chapter	Network Printer	Digital Copier
Getting to know the Network Printer	✓	✗
Getting to know the Digital Copier	✗	✓
The print jobs	✓	✗
The scan jobs	✓	✗

Who are the Océ VarioPrint® 2062/75 users

Introduction

The Océ VarioPrint® 2062/75 documentation is meant for three types of users. This Job manual describes the tasks of the end user.

Types of users and their tasks

[2]

Types of users	Tasks
End user	■ Print documents from computer or USB stick. ■ Copy paper documents. ■ Scan paper documents to a server, USB stick or Email address. ■ Add paper to the paper trays. ■ Clear paper jams.
Key operator	■ Set the default job settings. ■ Define the access control to the machine and machine components. ■ Control the paper trays. ■ Control the output. ■ Control the print, copy and scan mode. ■ Obtain the system information. ■ Define the Energy saving timers. ■ Maintain the Accounting system. ■ Maintain the machine supplies. ■ Solve simple machine problems. ■ Maintain the machine supplies.
System administrator	■ Control the connection of the system with the network. ■ Configure the security settings so that data and services are protected. ■ Configure user access to the system. ■ Configure the servers that are involved with print and scan jobs. ■ Configure the servers that are involved with user authentication. ■ Configure the system. ■ Configure the protocols. ■ Define the PCL defaults. ■ Maintain and install the drivers.

More information on the Océ VarioPrint® 2062/75

Introduction

Océ develops manuals, instruction cards, tutorials and on-line helps to help you with your jobs on the Océ VarioPrint® 2062/75 .

Where to find the Océ VarioPrint® 2062/75 documentation

The user CD-rom, delivered with the Océ VarioPrint® 2062/75 , provides you with the user manuals in digital format. You can also find instruction cards and tutorials on this CD-rom.

The Océ Web site, www.oce.com, makes viewing manuals on-line and downloading documents easier.

Océ VarioPrint® 2062/75 documentation for each type of user

[3]

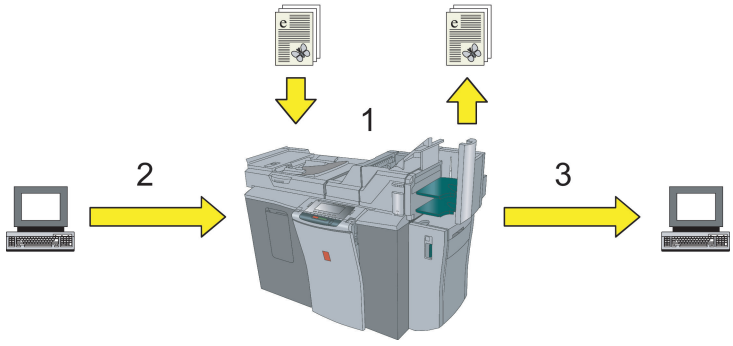
Types of users	Information
End user	■ The Océ VarioPrint® 2062/75 Job Manual. ■ Instruction cards which explain copy, print and scan jobs in a way that is easy to understand. ■ Add paper card, which explains how to add paper to the trays and special feeder. ■ Tutorials, which explain smart functions from your computer screen.
Key operator	■ The Océ VarioPrint® 2062/75 Configuration and Maintenance Manual. ■ Maintenance card, which explains how to add toner and staples.
System administrator	■ The System administrator manual.

Chapter 2
Get to know the Network Printer

Smart solutions to print, scan and copy your documents

What can you do

The Network Printer is a copier and scanner, but most of all it is a printer. It offers the same functions any desktop printer offers, and lots more. The operator panel is user-friendly and easy to operate. The Network Printer has many smart solutions that make work easier on you. Moreover, there are functions for those who have jobs that require a professional quality.



[9] What can you do

[4]

	What can you do
1	Copying
2	Printing
3	Scanning

Smart solutions for printing

[5]

What would you like to do	Smart solution	How
Store all your sent print jobs on the printer so that you do not need to look for your documents in a huge pile of paper.	Mailbox	Send a mailbox job from your Océ printer driver. Your mailbox keeps all your documents until you start printing them from the operator panel *'The ease of your mailbox'* on page 55.

What would you like to do	Smart solution	How
Print a confidential report.	Secured printing	Send a secured job from your Océ printer driver. The printer driver asks you to attach a security code to the print job. Only you can print the document *'Send a secured document to your mailbox'* on page 64.
Print your mailbox document on another printer, for example because your colleague is busy on your usual printer.	Smart mailbox	Fetch your documents from your other mailboxes *'The ease of fetching documents from your other mailboxes'* on page 80.
Print your new mailbox documents without opening your mailbox.	TouchTo Print	Put your finger on the fingerprint sensor. Your new documents are printed immediately *'The ease of fingerprinting'* on page 72.
Print your documents if you do not have access to a computer.	Pocket mailbox	Store the documents on your USB stick. When you need to print a document, insert the USB stick into the USB port of the printer. Print the document *'The ease of printing from your USB stick'* on page 85.

Smart solutions for copying

[6]

What would you like to do	Smart solution	How
Copy many pages of your document.	Automatic document feeder	Put your originals in the automatic document feeder and start copying *'Copy in a simple way'* on page 99.

What would you like to do	Smart solution	How
Turn your 20 pages document into a handy, folded booklet.	Booklet function	Put your originals in the automatic document feeder, select the Booklet function and start copying *'Create a booklet'* on page 101.
Copy several pages of a book.	Book function	Put your opened book on the platen, select the Book function and start copying. Both pages of your book are copied *'Copy a book or magazine'* on page 104.
You need 5 copies of a document. You also want to include a photo in each copied set.	Wizards	Create job parts. Use the Assemble jobs wizard. Use the automatic document feeder for your document pages and the platen for your photo. The photo becomes one of the copied pages *'Assemble separate copy job parts (Combined copy job)'* on page 113.
Use paper that is too heavy to be handled by paper trays.	Special feeder	Use the special feeder to insert such a sheet of paper *'Copy on special material inserted in the special feeder'* on page 112.

Smart solutions for scanning

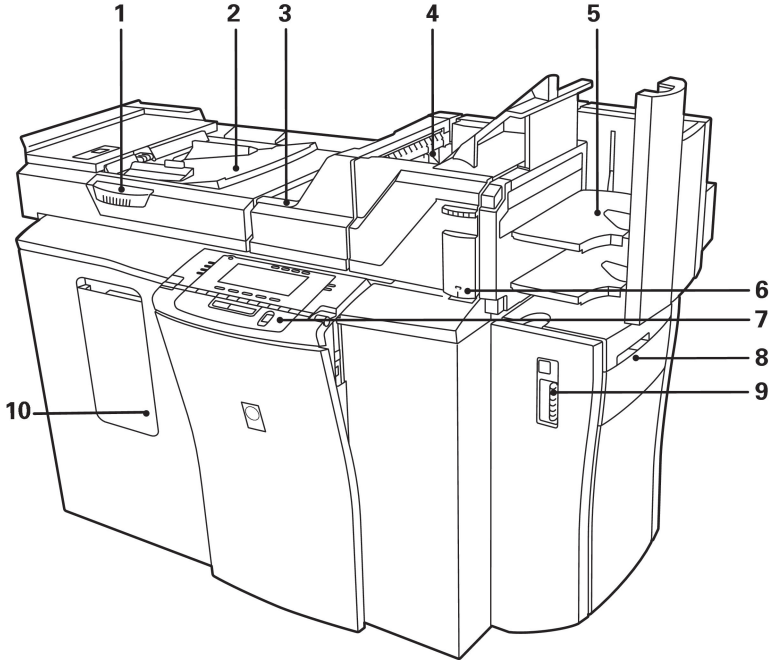
[7]

What would you like to do	Smart solution	How
Store a letter of a customer on your computer.	Scan-to-Email	Use the automatic document feeder for your letter. Select Scan-to-email and start scanning. You receive the letter as an attachment in your Inbox *'The ease of scan-to-email'* on page 137.

What would you like to do	Smart solution	How
Scan your documents when you do not have a computer at your disposal.	Pocket mailbox	Use the automatic document feeder for your document pages. Select Scan to USB and start scanning *'The ease of scanning to your USB stick'* on page 133.
You want to archive some photos and documents into one digital document	Wizards	Create job parts. Use the Assemble jobs wizard. Use the automatic document feeder for your document pages and the platen for your photos *'Assemble separate scan job parts (Combined scan job)'* on page 144.
You want to send a printed confidential report by Email to your project group.	Password-protected PDF	Use the automatic document feeder for your document. Select Scan-to-email and enter the addresses of your project group members. Indicate that you want a protected PDF and enter a password the members know. They need the password to open the PDF file *'Protect your scanned document'* on page 127.

The Parts of the Network Printer

The Network Printer machine



[8]

Number	Component	Description
1	Access to the platen	Use the platen for originals that do not fit into the automatic document feeder. One side of the original is scanned.
2	Automatic document feeder	You can place a set of single-sided or double-sided originals into the automatic document feeder.
3	Original receiving bin	Originals are collected in this bin.
4	Multi-size bin	Copies and prints with special paper sizes or weights are collected in this bin. Stapling is not possible.
5	Finisher	The A4/Letter 8.5x11 copies and prints are collected in the finisher. Stapling is available.

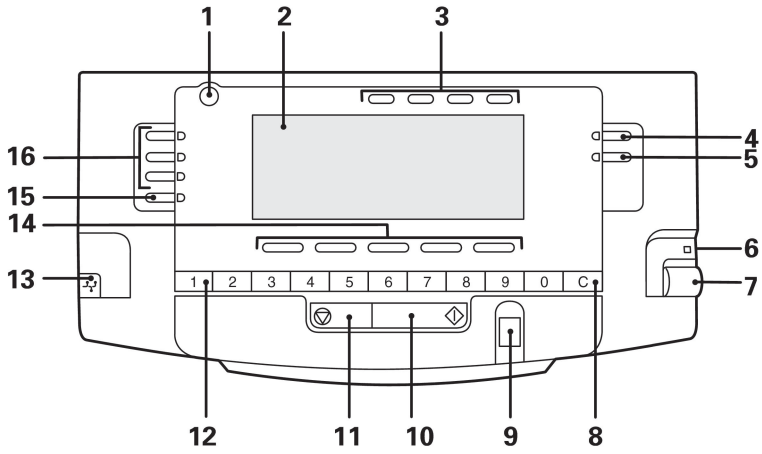
Number	Component	Description
6	Off-line stapler	Use this stapler to staple your copies and prints manually.
7	Operator panel	Use the operator panel to define job settings.
8	Special feeder	Use the special feeder for special materials that do not fit into the paper trays.
9	Paper compartment door	Access door to paper trays.
10	Front door	Toner reservoir access door.

The finisher

The finisher has two bins that collect the finished sets. The Key operator decides to which bin the finished sets are sent.

The operator panel of the Network Printer

The parts of the operator panel



: When your machine has a keyboard, you can use the keyboard keys to enter characters into fields that allow alphanumerical input.

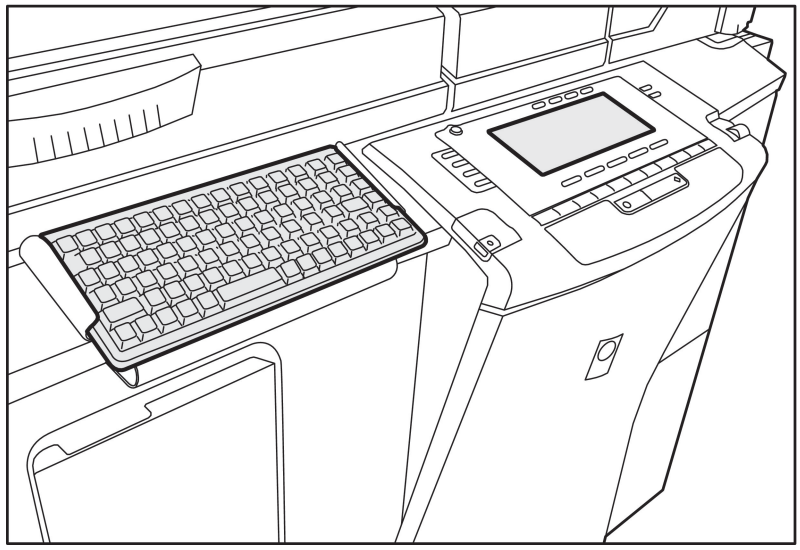
[9]

Number	Part	Description
1	Screen brightness button	You can adjust the brightness of the screen.
2	Display screen	The display screen shows the settings and the messages.
3	Top keys	Use the keys to: ■ Select a collection of settings. ■ Do a task.
4	Status and system key	Use the key to: ■ Check the level of the toner, paper and staples. ■ Go to the Key operator system.
5	Help key	Key that opens the Help topics.
6	Scroll wheel key	Key to open a series of settings. You can use the key after you select an item with the scroll wheel.

Number	Part	Description
7	Scroll wheel or	Use the scroll wheel to go to an item in a list. If the displays shows the icon, you can press the scroll wheel key to open a series of settings after you select an item.
8	Correction key C	Use the key to: ■ Reset the number of sets to 1 (copy jobs) or the value as defined in the printer driver (print jobs). ■ Delete the last digit when you enter a code.
9	Fingerprint sensor	Use the sensor for TouchTo Print (fingerprinting).
10	Start key	Use the key to: ■ Starting a job. ■ Confirm the changes.
11	Stop key	Use the key to: ■ Stop a job. ■ Finish your jobs if you must enter a PIN to get access to the settings. If you do not stop the job with the Stop key, another user could process jobs that are charged to your user account.
12	Numeric keys	Use the keys to: ■ Enter a code or a PIN. ■ Entering the number of sets.
13	USB port	Use the USB port to insert a USB stick (Pocket mailbox function).
14	Bottom keys	Use the keys to: ■ Select a collection of settings. ■ Do a task. ■ Select a value or a function.
15	Wizards key	Use the key to go to the wizards.

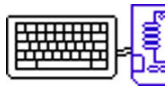
Number	Part	Description
16	Main keys	The Network Printer has several main keys. ■ The 'Print' key to go to the print settings. ■ The 'Copy' key to go to the copy settings. ■ The 'Scan' key to go to the scan settings.

The keyboard



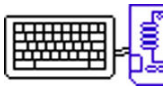
When your machine has a keyboard, you can use the keyboard keys to enter characters into fields that allow alphanumerical input *'The keyboard'* on page 25.

The display screen and this manual show the following keyboard symbol when you can use the keyboard to enter information.



The keyboard

Introduction



When your machine has a keyboard installed next to the operator panel, you are able to enter alphanumerical characters in the display screen.

The active keyboard keys

[10]

Key group	Characters or keys
Alphanumerical	a, b, c, ..., A, B, C, ...
Numerical	0, 1, 2, 3,...
Punctuation marks	, . ? ! ; : ' " `
Brackets	< > [ ] { } ( )
Mathematical symbols	% * - = + / < >
Other symbols	~ @ # $ & _ \ |
Cursor movements	Arrows, Page up, Page down, Home, End, Tab, Enter
Other keys	Num lock, Caps lock, Shift, Ctrl, Alt, Backspace, Delete, Esc, Space

Globalization

The set of special ASCII characters that is available depends on the display language of the machine.

[11]

Machine display language	Code page used
Chinese, Danish, Dutch, English (United Kingdom), English (United States), Finnish, French, German, French, Italian, Norwegian, Portuguese, Spanish, Swedish	ISO 8859-1
Czech, Hungarian, Polish	ISO 8859-2
Russian	ISO 8859-5

Applications for managing the document flow

Applications

The Océ VarioPrint® 2062/75 supports the following Océ applications for managing the document flow:

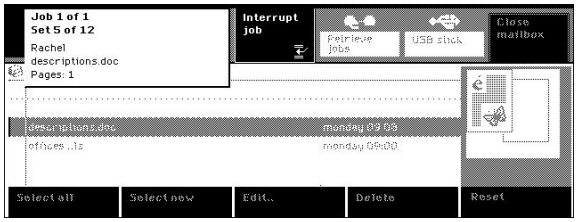
[12]

Applications	What can you do
Océ Intra Logic	Manage the print and scan jobs to, on and from your computer. Refer to www.oce.com for more information.
Océ Job SubmitIT	Manage the print jobs to and from a central printing department. Refer to www.oce.com for more information.
Océ PRISMAsatellite for Office	Create a print job while the application selects the most appropriate printer for your job. All available printers are connected to each other to optimize the document flow. Scanning, faxing and archiving is organized from a central approach. Refer to www.oce.com for more information.

What can the messages of the Network Printer tell you

The message box

The message box gives you information about the current status or activity of the Océ VarioPrint® 2062/75 .



What can the messages tell you

[13]

Messages	Description
No messages: The display screen is off	To switch the machine on, you must press the ON / OFF button on the machine. The machine needs 8 minutes to warm up *'Turn the Océ VarioPrint® 2062/75 on or off'* on page 38.
Machine is warming up	When the machine is warming up you can already make settings for a job. The printing of the print or copy job starts after the machine has warmed up.
Ready to start a job	The machine is ready to copy, print or scan.
Busy to fetch jobs from other mailboxes	The machine is connecting to other printers after your started the Smart mailbox function. The message box informs you about the progress of this process *'Fetch documents from your other mailboxes'* on page 83.
Busy	The machine is processing a job. You are informed about the progress of a job.
Low power mode	The machine has entered the Low power mode. You can press any key to leave the Low power mode.
Sleep mode	The machine has entered the Sleep mode. You can press any key to leave the Sleep mode. The machine needs 8 minutes to wake up.

Messages	Description
Error	If an error occurred, you cannot use the machine. Follow the instructions on the display screen *'Correct the errors'* on page 162.

Chapter 3
Get to know the Digital Copier

Smart solutions to copy your documents

What can you do

The Digital Copier is an easy-to-use copier. You can use the Digital Copier to copy your documents with ease. However, the Digital Copier has many smart solutions that make work easier for you. Moreover, there are functions for people who have jobs that require professional quality.

Smart solutions for copying

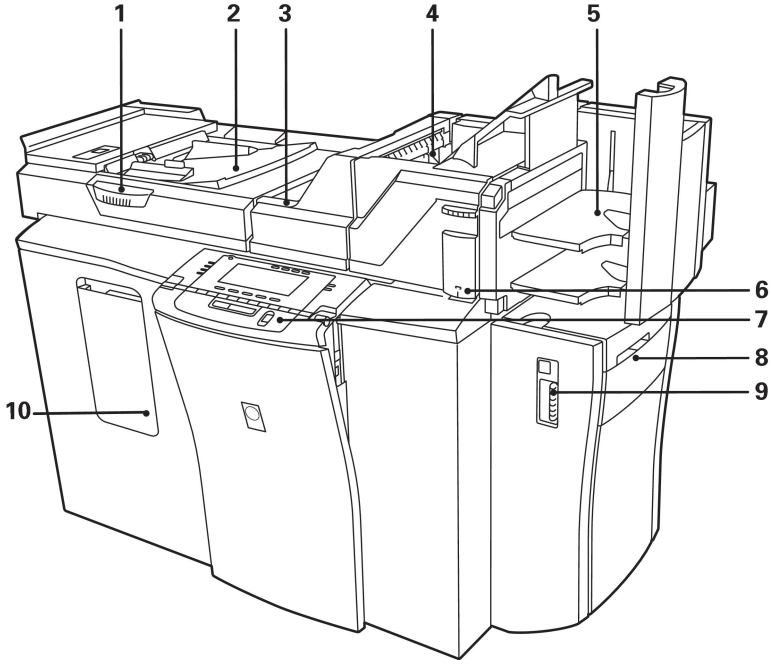
[14]

What would you like to do	Smart solution	How
Copy many pages of your document.	Automatic document feeder	Put your originals in the automatic document feeder and start copying *'Copy in a simple way'* on page 99.
Turn your 20 pages document into a handy, folded booklet.	Booklet function	Put your originals in the automatic document feeder, select the Booklet function and start copying *'Create a booklet'* on page 101.
Copy several pages of a book.	Book function	Put your opened book on the platen, select the Book function and start copying. Both pages of your book are copied *'Copy a book or magazine'* on page 104.
You need 5 copies of a document. You also want to include a photo in each copied set.	Wizards	Create job parts. Use the Assemble jobs wizard. Use the automatic document feeder for your document pages and the platen for your photo. The photo becomes one of the copied pages *'Assemble separate copy job parts (Combined copy job)'* on page 113.

What would you like to do	Smart solution	How
Use paper that is too heavy to be handled by paper trays.	Special feeder	Use the special feeder to insert such a sheet of paper *'Copy on special material inserted in the special feeder'* on page 112.

The Parts of the Digital Copier

The Digital Copier machine



[15]

Number	Component	Description
1	Access to the platen	Use the platen for originals that do not fit into the automatic document feeder. One side of the original is scanned.
2	Automatic document feeder	You can place a set of single-sided or double-sided originals into the automatic document feeder.
3	Original receiving bin	Originals are collected in this bin.
4	Multi-size bin	Copies with special paper sizes or weights are collected in this bin. Stapling is not possible.
5	Finisher	The A4/Letter 8.5x11 copies and prints are collected in the finisher. Stapling is available.

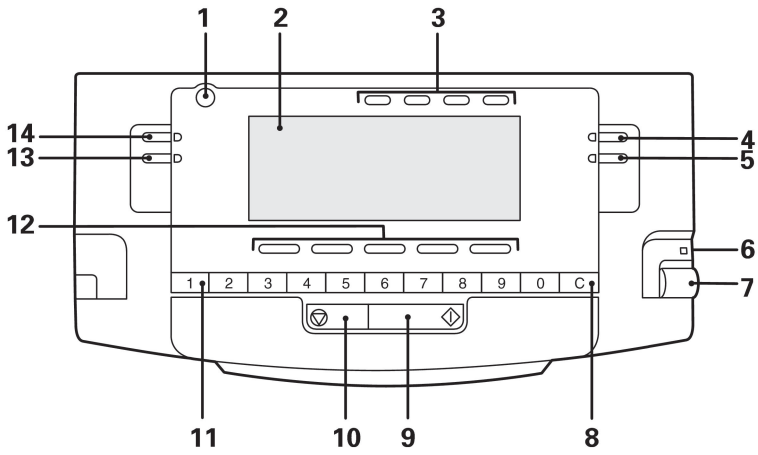
Number	Component	Description
6	Off-line stapler	You can staple your copies manually with this stapler.
7	Operator panel	Use the operator panel to define job settings.
8	Special feeder	Use the special feeder to copy onto special materials.
9	Paper compartment door	Access door to paper trays.
10	Front door	Toner reservoir access door.

The finisher

The finisher has two bins to collect the finished sets. The Key operator decides to which bin the finished sets are sent.

The operator panel of the Digital Copier

The parts of the operator panel



[16]

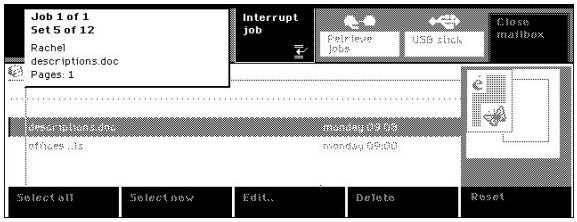
Number	Part	Description
1	Screen brightness button	You can adjust the brightness of the screen.
2	Display screen	The display screen shows the settings and the messages.
3	Top keys	Use the keys to: ■ Select a collection of settings. ■ Do a task.
4	Status and system key	Use the key to: ■ Open the supply information screen. ■ Go to the Key operator system.
5	Help key	Key to open the help topics.
6	Scroll wheel key	Key to open a series of settings. You can use the key after you select an item with the scroll wheel.

Number	Part	Description
7	Scroll wheel or	Use the scroll wheel to go to an item in a list. When the display shows the icon, you can use the scroll wheel key to open a series of settings after you select an item.
8	Correction key C	Use the key to: ■ Reset the number of sets to 1. ■ Delete the last digit when you enter a code.
9	Start key	Use the key to: ■ Starting a job. ■ Confirm the changes.
10	Stop key	Use the key to: ■ Stop a job. ■ Finish your jobs if you must enter a PIN to get access to the settings. If you do not stop the job with the Stop key, another user could process jobs that are charged to your user account.
11	Numeric keys	Use the keys to: ■ Enter a code or a PIN. ■ Entering the number of sets.
12	Bottom keys	Use the keys to: ■ Select a collection of settings. ■ Do a task. ■ Select a value or a function.
13	Wizards key	Use the key to go to the wizards.
14	Copy key	Use the key to go to the copy settings.

What can the messages of the Digital Copier tell you

The message box

The message box gives you information about the current status or activity of the Océ VarioPrint® 2062/75 .



What can the messages tell you

[17]

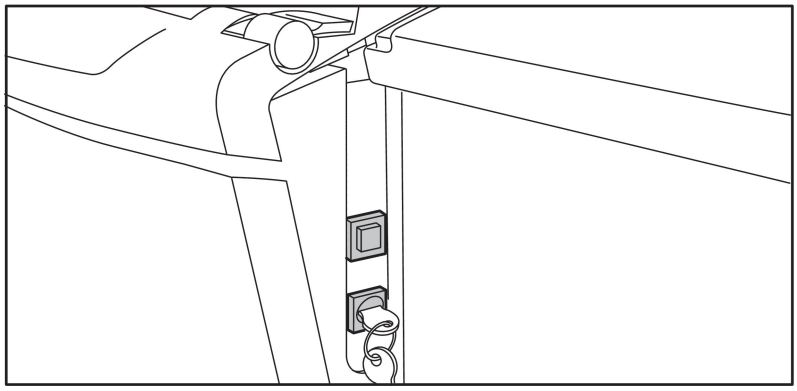
Message	Description
No messages: The display screen is off	To switch the machine on, you must press the ON / OFF button on the machine. The machine needs 8 minutes to warm up *'Turn the Océ VarioPrint® 2062/75 on or off'* on page 38.
Machine is warming up	When the machine is warming up you can already make settings for a job. The printing of the copy job starts after the machine has warmed up.
Ready to start a job	The machine is ready to copy.
Busy	The machine is processing a job. You are informed about the progress of the job.
Low power mode	The machine has entered the Low power mode. You can press any key to leave the Low power mode.
Switch-off mode	The machine has entered the Switch-off mode. You can press any key to leave the Switch-off mode. The machine needs 8 minutes to wake up.
Error	If an error occurred, you cannot use the machine. Follow the instructions on the display screen *'Correct the errors'* on page 162.

Chapter 4
Get started

Turn the Océ VarioPrint® 2062/75 on or off

Introduction

The Océ VarioPrint® 2062/75 must be switched on to do your jobs. When the Key operator is responsible for turning the machine on or off, the following information is not relevant for you. Otherwise, use the following procedure to turn the machine on or off.
You can turn the machine off and then back on to correct an error.



[19] The ON / OFF button

Before you begin

The Océ VarioPrint® 2062/75 can have a key switch, to prevent unauthorized use. Then you need the key, before you can turn the machine on or off.

How to turn the Océ VarioPrint® 2062/75 on

1. Turn the key to the right, to the horizontal position, if a key switch is available.
2. Press the green ON / OFF button.
   The color of the LED in the button lights up. The system needs 8 minutes to reach the operating temperature. The display screen indicates when the machine is ready.

How to turn the Océ VarioPrint® 2062/75 off

1. Make sure that no job is processed.
2. Turn the key to the left, to the vertical position, if a key switch is available.
3. Press the green ON / OFF button.
4. Remove the key, if applicable.

Need identification, coins or a credit card

Introduction

Depending the agreements of your department, the Key operator decides who is allowed to get access to the menu. So you can be asked to identify yourself or to use coins or a credit card before you can start the jobs.

[18]

When you need	Description
to enter a PIN	You may be asked to enter a PIN. The Océ VarioPrint® 2062/75 includes an accounts database, to store information about your processed jobs. The job pages you make are charged to your user account. The Key operator decides how many job pages you are allowed to make.
to identify with a user name	When a keyboard is installed you may be asked to enter your user name and password. You may also be asked to select a domain. The Océ VarioPrint® 2062/75 includes an accounts database, to store information about your processed jobs. The job pages you make are charged to your user account. The Key operator decides how many job pages you are allowed to make.
to identify with user name and project number	When a keyboard is installed and project accounting is configured on your system, you may be asked to enter your user information as well as a project number. The Océ VarioPrint® 2062/75 includes an accounts database, to store information about the processed jobs charged to the projects.
coins	You need coins to start a job. You may be asked to add credits to complete a job.
a credit card	You need a credit card to start a job. You may be asked to recharge your credit card when there are not enough credits.

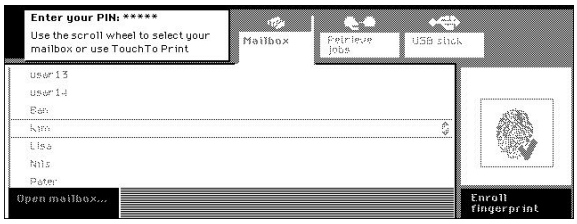
Before you begin

Ask the Key operator about:

- what you need to do your jobs,
- your PIN or your user name, project number and password,
- the number of job pages you are allowed to make.

How to use your PIN

1. Use the numeric keys to enter your PIN (5 digits). If the PIN is correct, the display screen menu appears.

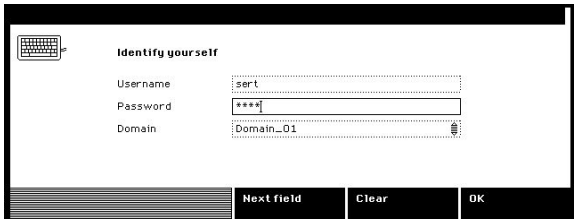


2. Start one or more jobs. The job pages are charged to your user account.
3. Press the Stop key ⊘ after your last job.

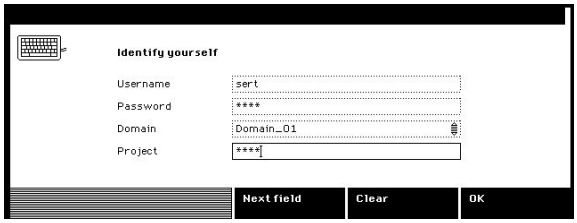
Note: *Press the Correction key* **C** *when you make a mistake while entering the PIN.*

How to identify yourself using the keyboard

1. Use the keyboard keys to enter your user name.



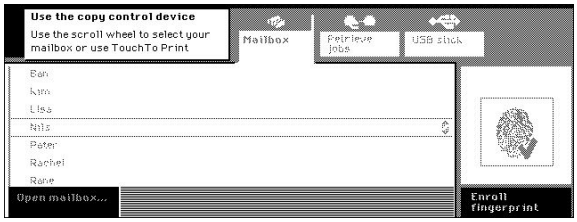
2. Use the keyboard keys to enter your password.
3. Check the selected domain, if this is a part of the requested login information.
4. Use the keyboard keys to enter a project number, if requested.



5. Press the 'OK' key to confirm your identification.
   When your entered information is correct, you can enter the display screen menu.

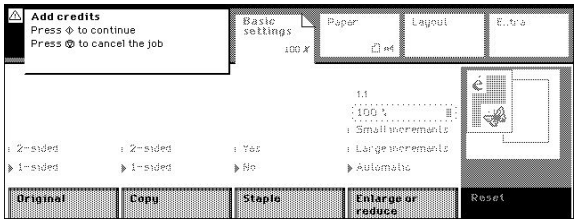
How to use coins or a credit card

1. Put the credit card or coins in the slot.



2. Start the jobs.
3. Add credits when you run out of credits and your job is not yet finished.

Note: *Your job stops when no credits are added. Only the paid part of your job will be printed.*



4. Remove the credit card, if applicable.

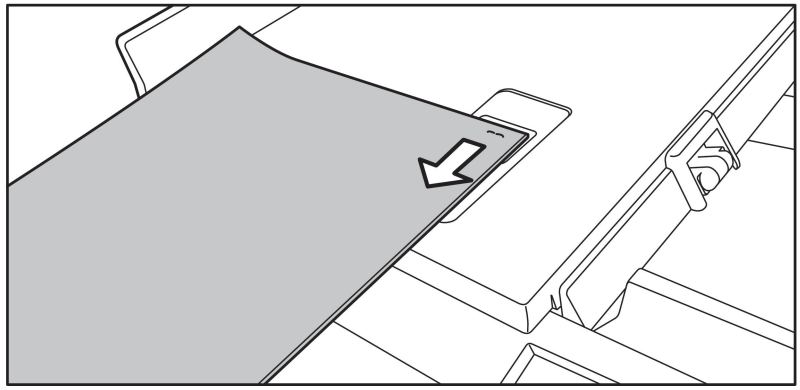
Chapter 5
Place your originals

Your originals

Examine your originals

When you prepare your job, you must first examine your originals. Examine:

- if there are staples or paper clips to remove,
- the paper size of the originals,
- if the originals are printed 1-sided or 2-sided,
- if the orientation on the originals is portrait or landscape,
- if the originals are long-edge or short-edge bound (only for 2-sided originals),
- where to place the originals,
- if you need separate job parts.



[27] Remove the staples from your originals

The orientation and the binding of your documents

Orientation is the way in which the information is displayed on a sheet. Documents can have portrait or landscape orientation. Binding indicates how a page turns. The following table shows the relation between binding and orientation.

[19]

Orientation	**Binding**	
Long-edge	**Short-edge**	
Portrait		
Landscape		

Where to place the originals

The following table shows when to use the automatic document feeder and the platen.

[20]

	Automatic document feeder	Platen
Paper sizes	■ A3/Tabloid 11x17 ■ A4/Letter 8.5x11 ■ A5/Us Std 5.5x8.5	A3/Tabloid 11x17 maximum
Weight	60 -170 g/m²	Less than 60 g/m² or more than 170 g/m²
Number of sheets of the document	Not more than 50, 1-sided or 2-sided	■ One sheet, only 1-sided ■ One or two pages of a book
Examples	■ A document containing A4/Letter 8.5x11 pages. ■ Smooth and flat originals	■ An open magazine ■ A curled, damaged or folded original ■ Art paper or transparent film ■ A photo

Note: *Read the original specifications for more information on the use of originals* *'Originals to use' on page 188*.

When do you need separate job parts

Split your originals in separate job parts and use the Assemble jobs wizard *'Assemble separate copy job parts (Combined copy job)'* on page 113*'Assemble separate scan job parts (Combined scan job)'* on page 144, when the set of originals contains:

- more than 50 A4/Letter 8.5x11, 50 A5/Us Std 5.5x8.5 or 35 A3/Tabloid 11x17 sheets,
- pages that you must place on the platen,
- mixed size originals.

The following examples illustrate when you need separate job parts.

- Your document has mixed size pages, for example 20 A4/Letter 8.5x11 sheets and three A3/Tabloid 11x17 sheets. Your job needs two job parts, one to copy or scan your A4/Letter 8.5x11 sheets and one to copy or scan your A3/Tabloid 11x17 sheets.
- Your document has only A4/Letter 8.5x11 pages, but you want to include a photo that must be placed on the platen. Your job needs two job parts, one to copy or scan your A4/Letter 8.5x11 sheets with the automatic document feeder and one to copy or scan your photo from the platen.
- Your document has 100 A4/Letter 8.5x11 pages. Your job needs two job parts, each to copy or scan 50 sheets with the automatic document feeder.

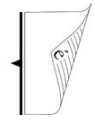
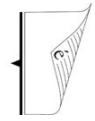
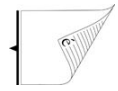
When the Océ VarioPrint® 2062/75 is scanning the originals, you can add more originals to the set of originals in the automatic document feeder. However, you are advised to split your set of originals into different job parts. When you add originals in the automatic document feeder during scanning, there is a possibility that a paper jam occurs. Then it is necessary to feed all your originals again in the automatic document feeder and to restart the job.

Place originals in the automatic document feeder

Introduction

The automatic document feeder can detect the paper size of the originals. The following table shows how to place your originals in the automatic document feeder *'Your originals'* on page 44.

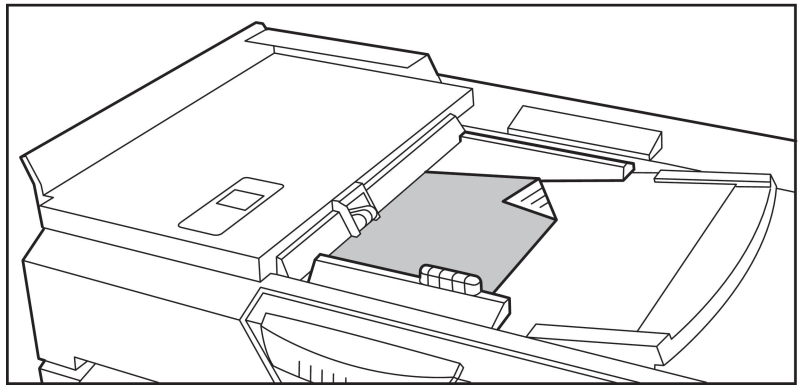
[21]

Paper size of originals	How to place the originals
A4/Letter 8.5x11	Long-edge 
A5/Us Std 5.5x8.5	Long-edge 
A3/Tabloid 11x17	Short-edge 

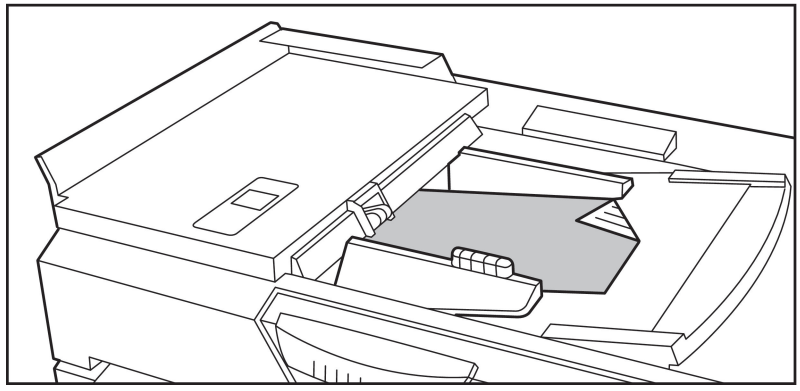
How to use the automatic document feeder

1. Arrange the originals in order. Start with 50 originals maximum *'Your originals'* on page 44.
2. Hold the originals face-up in reading direction.
3. Turn the originals upside down.

4. Keep the originals face-down and put the originals into the automatic document feeder.



[35] Long-edge feed direction of the originals



[36] Short-edge feed direction of the originals

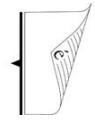
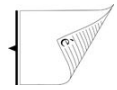
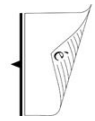
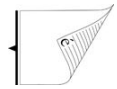
5. Push the sliders towards the edges of the originals to fix the position of the originals.

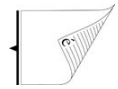
Place an original on the platen

Introduction

Use the platen to copy or scan an original that the automatic document feeder cannot handle *'Your originals'* on page 44. When you place the original on the platen it is important that you place the original correctly on the platen. The position depends on the size to which you want to copy or scan. The following table shows how to place your original on the platen.

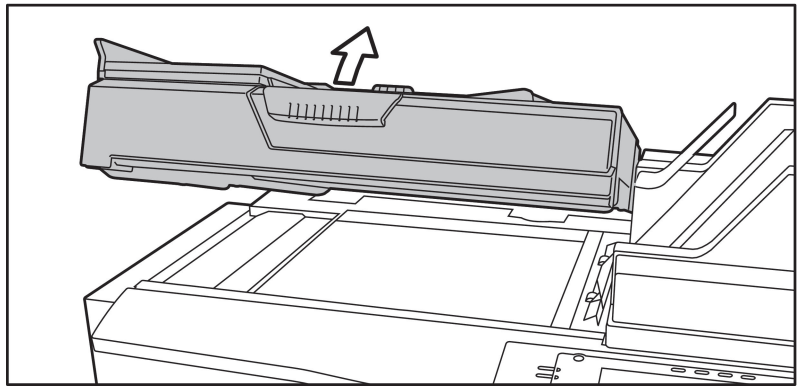
[22]

Paper size of original	How to place the original
A4/Letter 8.5x11	Long-edge  Use the long-edge position when you want to copy or scan to the A4/Letter 8.5x11 size.
	Short-edge  Use the short-edge position when you want to copy or scan to the A5/Us Std 5.5x8.5 or A3/Tabloid 11x17 size.
A5/Us Std 5.5x8.5	Long-edge  Use the long-edge position when you want to copy or scan to the A4/Letter 8.5x11 size.
	Short-edge  Use the long-edge position when you want to copy or scan to the A5/Us Std 5.5x8.5 or A3/Tabloid 11x17 size.

Paper size of original	How to place the original
A3/Tabloid 11x17	Short-edge  Always use the short-edge position to copy or scan the A3/Tabloid 11x17 original.

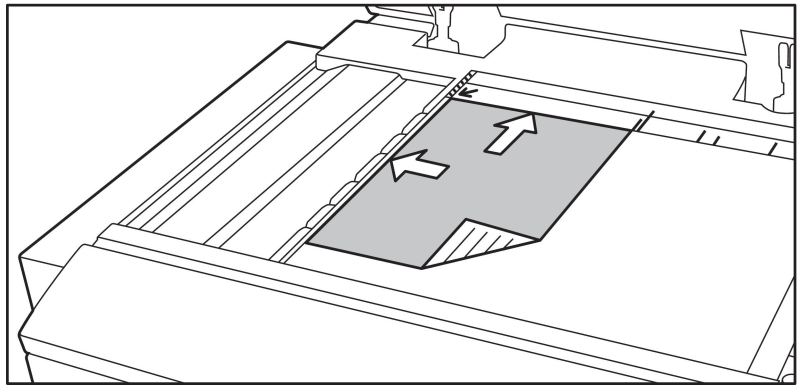
How to use the platen

1. Open the cover of the platen.

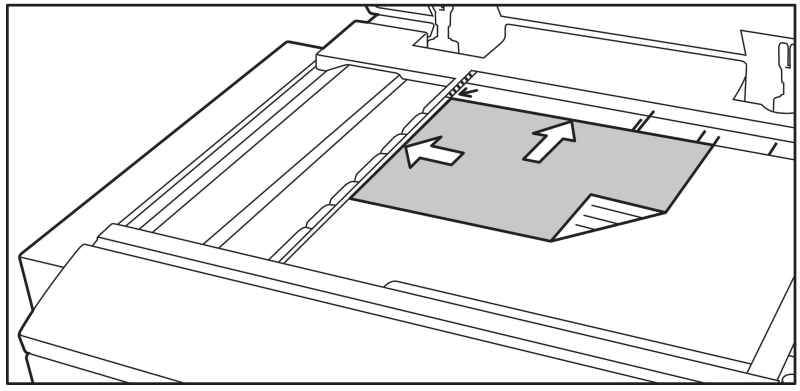


2. Hold the originals, face-up in reading direction.
3. Turn the original upside down.
4. Keep the original face-down and place the original on the platen.

5. Use the size information on the edge of the platen to align the original.



[43] Place original long-edge on the platen



[44] Place original short-edge on the platen

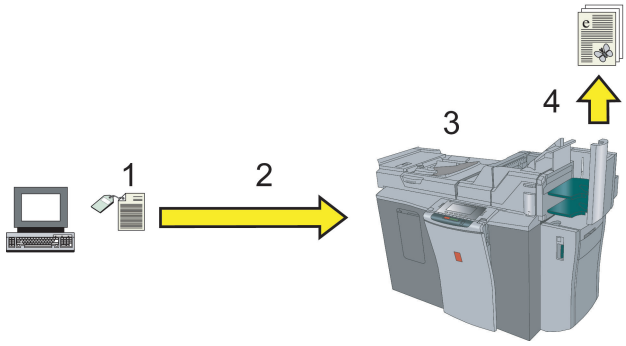
Chapter 6
The print jobs

What can you print

Mailbox jobs and automatic print jobs

You need an Océ printer driver to send your documents to the Océ VarioPrint® 2062/75 . The Océ VarioPrint® 2062/75 printer driver allows you to indicate whether your document should be stored in the mailbox or must be printed directly.

What happens when you print



[23]

Step	Description	
1	■ You use the Print function of the application. ■ You enter the settings for your print job in the printer driver: you decide if your document must be sent to your mailbox or must be printed directly.	
2	The print job is sent to the Océ VarioPrint® 2062/75 .	
3	Mailbox job	The Océ VarioPrint® 2062/75 stores the documents in your mailbox. You print the job whenever you want.
	Automatic print job	The print job is printed when it reaches the top of the queue of automatic print jobs.
4	Mailbox job	You print the documents from your mailbox. The finisher collects the prints.
	Automatic print job	The automatic print job is printed. The finisher collects the prints.

The ease of your mailbox

Why using the mailbox

When you print a document to your mailbox, the document remains in your mailbox until you start printing the document on the operator panel. You do not need to walk to your printer each time to collect your prints, but you can start printing all documents together.

The Océ VarioPrint® 2062/75 also has a Smart mailbox function and a Pocket mailbox function. You can use the Smart mailbox to print the documents that you sent to other mailboxes *'The ease of fetching documents from your other mailboxes'* on page 80. The Pocket mailbox enables you to print documents you stored on a USB stick *'Print a document from your USB stick'* on page 88.

You can run the Océ Intra Logic application to view or manage the mailbox jobs from your computer.

What can you do with the documents in your mailbox?

What can you do with your mailbox?

- Print your documents. When you open your mailbox, you can see all documents you sent to the Océ VarioPrint® 2062/75 *'Open your mailbox'* on page 66. You can select all documents, all new documents or only one document *'Print your documents'* on page 67.
- Change the print job settings. If the settings you defined in the printer driver are not correct, you can change these settings before you print the document *'Change the document settings'* on page 70.
- Print the job several times. After you have printed the document, it remains in the mailbox.
- Make a test print. If you need many sets, you are advised to first make a test print to check the settings.

When do the documents go into your mailbox?

When does a document go into your mailbox?

- You select 'Mailbox' in the printer driver *'Send a document to your mailbox'* on page 59.
- You select 'Security' in the printer driver *'Send a secured document to your mailbox'* on page 64.
- You press the 'Retrieve jobs' key . The jobs you sent to other printers become your mailbox jobs *'Fetch documents from your other mailboxes'* on page 83.

User questions

[24]

Question	Answer
Who is creating my mailbox	When you print for the first time to the Océ VarioPrint® 2062/75 , a mailbox is automatically created. The Key operator decides if you are allowed to print documents from your mailbox.
My user name was on the list of user names, but I cannot find it anymore.	When there are no more documents in your mailbox, your user name is not on the list of user names. The Key operator decides how long documents remain in your mailbox.
How can I protect my mailbox so that I am the only one that can open the mailbox	The Key operator can assign a PIN to you so that your mailbox is only opened when you enter the correct PIN.
I found a document in my mailbox that was sent as an automatic print job	Someone cancelled your automatic print job. Then your automatic print job goes into your mailbox.
How long are the documents stored in my mailbox	The Key operator decides how long your documents remain in your mailbox.
Why do all my automatic print jobs arrive in my mailbox	The Key operator or your company decided that automatic print jobs are not allowed. Then all automatic print jobs become mailbox jobs.

Start the print job in the printer driver

The printer driver

Which Océ VarioPrint® 2062/75 printer drivers are available

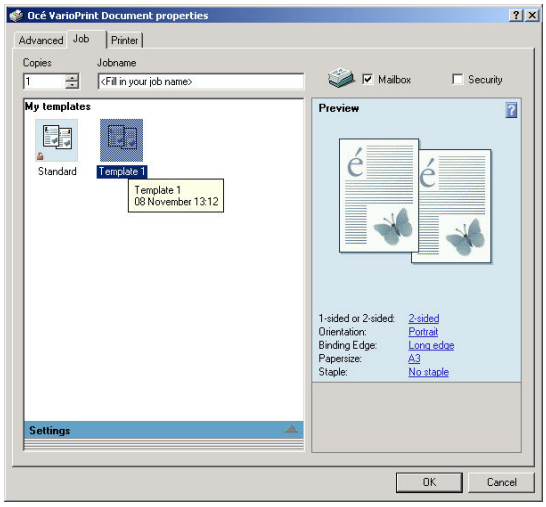
You need a printer driver to send your documents to the Océ VarioPrint® 2062/75 . Océ provides several types of printer drivers. The Océ VarioPrint® 2062/75 supports the Adobe PostScript® 3™ and the PCL6 print language formats. The Océ VarioPrint® 2062/75 directly accepts the Adobe PDF format.
The following Océ VarioPrint® 2062/75 printer drivers are available.

[25]

Operating system	Printer driver
Windows 2000®, Windows XP® and Windows Server 2003®	PCL
Windows 2000, Windows XP and Windows Server 2003	Adobe PostScript 3
Apple Mac OS X® (10.3 and higher)	Adobe PostScript 3

Note: *New printer driver releases can occur in the future. You can download the latest printer drivers from www.oce.com.*

Open the printer driver



You can open the printer driver from the application you use.

[26]

Printer driver	How to open
Windows	■ From the 'File' menu of the application, click 'Print'. ■ Select the Océ VarioPrint® 2062/75 in the 'Printer' area of the 'Print' dialog box. ■ Click 'Properties'.
Apple Mac OS X	■ From the 'File' menu of the application, click 'Print'. ■ Select the Océ VarioPrint® 2062/75 in the 'Printer' area of the 'Print' dialog box.

The settings in the printer driver

When you open the printer driver you see the default settings. These settings are defined by Océ or by your company. Click the ? icon to start the On-line help of the printer driver. This On-line help contains all information about the settings.

Send a document to your mailbox

Introduction

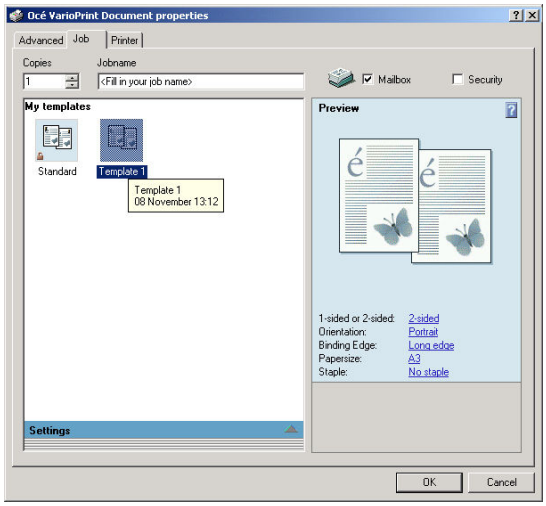
To start a mailbox job, open the printer driver and indicate that you want to send the document to your mailbox.

Before you begin

Open the printer driver *'The printer driver'* on page 57.

How to send a document to your mailbox

1. Make sure that the 'Job' tab is selected.
2. Click the 'Mailbox' check box.



[47] Starting a Mailbox Job

3. Click 'OK'.
   The print job is sent to your mailbox.

Starting an Automatic Print Job

Introduction

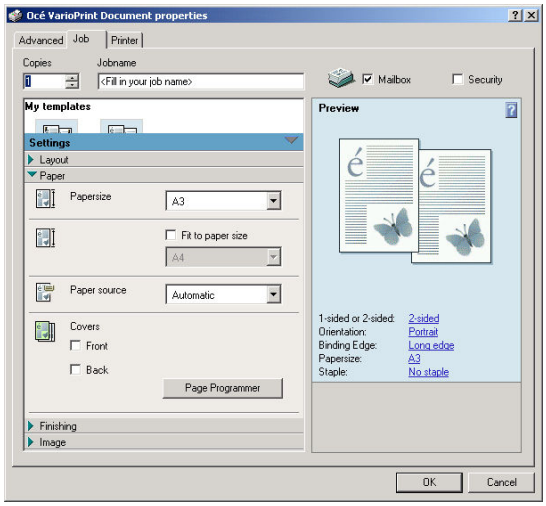
An automatic print job is not stored in your mailbox. An automatic print job is printed when it reaches the top of the queue of jobs that wait to be printed. Go immediately to the printer to fetch your documents. Be aware that everyone can read or take these printed documents.

Before you begin

Open the printer driver *'The printer driver'* on page 57.

How to start an automatic print job

1. Make sure that the 'Job' tab is selected.
2. Click to clear the 'Mailbox' and 'Security' check boxes.



[48] Starting an Automatic Print Job

3. Click 'OK'.
   The job is added to the print queue.

Creating a Template (Windows Printer Driver)

Introduction

When you want to use a number of printer driver settings more than one time, create a template. A template is a set of default settings that describe a print job. You do not need to change each individual setting. Simply select a template that matches your needs.

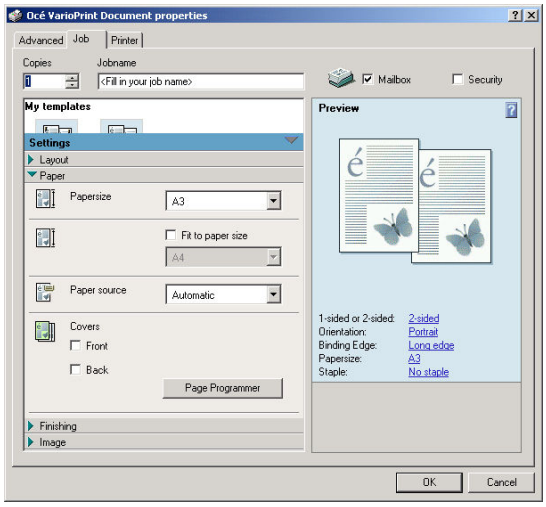
Note: *You cannot include the 'Mailbox' and 'Security' settings.*

Before you begin

Open the printer driver *'The printer driver'* on page 57.

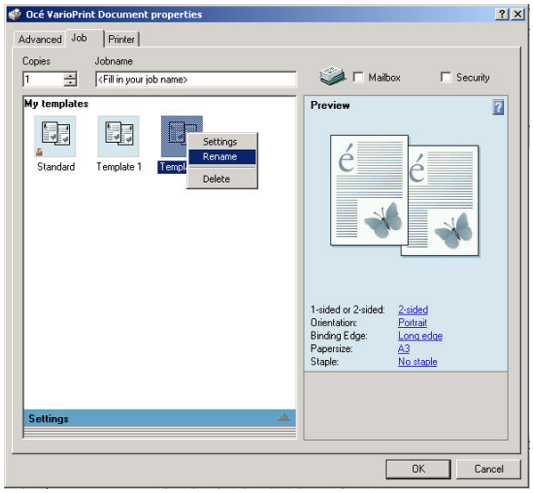
How to create a template

1. Make sure that the 'Job' tab is selected.
2. Click the 'Settings' bar to go to the settings.
3. Enter the settings you want to add to your template.



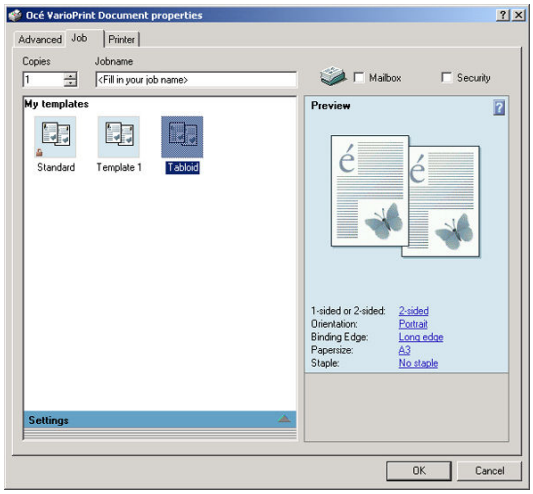
[49] Entering the Settings for the Template

4. Click the 'Settings' bar to display the templates.
   An icon is displayed to indicate that a new template has been created.



[50] A New Template Has Been Created

5. Right-click the icon and change the default name of the template.



[51] The New Template

Starting a Print Job That Uses a Template

Introduction

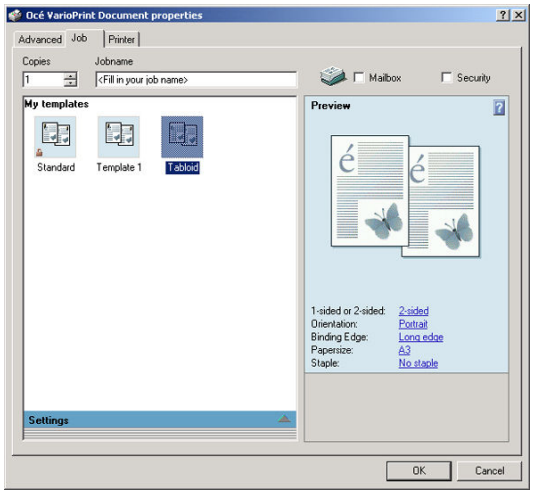
When you want to use a number of printer driver settings more than one time, create a template. A template is a set of default settings that describe a print job. You do not need to change each individual setting. Simply select a template that matches your needs.

Before you begin

Open the printer driver *'The printer driver'* on page 57.

How to start a print job that uses a template

1. Make sure that the 'Job' tab is selected.
2. Make sure that the 'Settings' bar is displayed.
3. Select a template in the Templates list.



[52] Selecting a Template

4. Click 'OK' to start the job with the template settings.

Send a secured document to your mailbox

Introduction

When you want to print a document that is for your eyes only, you are advised to start a secured print job. Especially when your mailbox is not protected with a PIN, secured printing can be very useful for confidential information. You can only print a secured document if you know the security code that has been attached to the print job in the printer driver. You must enter the security code again if you want to print the document from the mailbox.

Remember the following security guidelines to start a secured print job:

- Use at least 4 digits to define the security code in the printer driver.
- Print the secured document from your mailbox as soon as possible. Do not wait longer than one hour.
- Delete the document immediately after you have printed it.

If you often start secured print jobs, use the same security code for these print jobs. All documents in the mailbox secured with the same security code can be printed with only one entry of that security code.

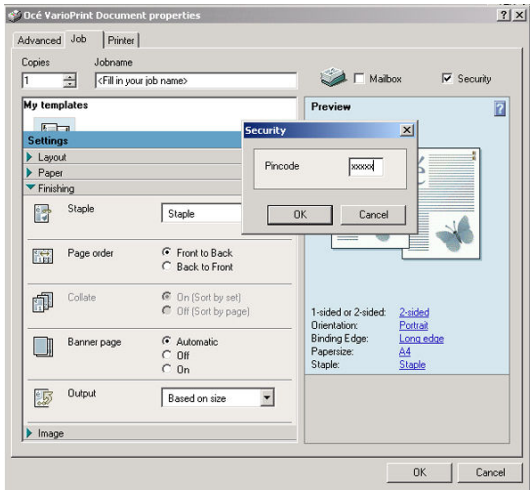
Before you begin

Open the printer driver *'The printer driver'* on page 57.

How to send a secured document to your mailbox

1. Make sure that the 'Job' tab is selected.
2. Click the 'Security' check box.

3. Enter a security code in the 'Security' dialog box.
   Use 4 - 6 digits to meet the security guidelines.



[53] Entering the Security Code

4. Click 'OK' to close the 'Security' dialog box.

Note: *Remember that you must enter the security code again when you print the job from the mailbox.*

5. Click 'OK'.
   The print job is sent to your mailbox.

Your mailbox documents

Open your mailbox

Introduction

When you want to print your mailbox documents, first select and open your mailbox . The name of your mailbox is your network user name. You can only open your mailbox when there are documents stored in your mailbox.

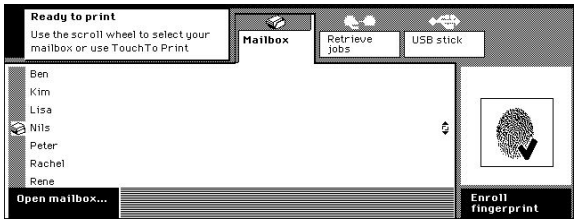
Note: *To go directly to your mailbox, you can use fingerprinting (TouchTo Print)* *'Print with your fingerprint' on page 77*.

Before you begin

- You need to enter the correct settings in the printer driver to send the document to the mailbox *'Send a document to your mailbox'* on page 59.
- You may be asked to identify or insert coins or a credit card before you can start the jobs *'Need PIN coins or a credit card'* on page 39.

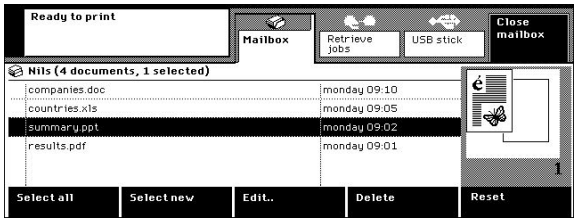
How to open your mailbox

1. Press the 'Print' key.
2. Use the scroll wheel to select your mailbox in the 'User' list.



[54] Use the scroll wheel to select your mailbox

3. Press the 'Open mailbox' key or press the scroll wheel key.



[55] The documents in a mailbox

Print your documents

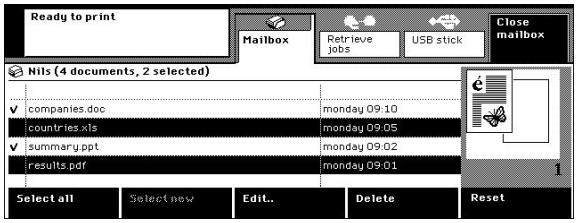
Introduction

When you have opened your mailbox, you can select one or more documents to print.

Note: *To print the new documents directly, you can use fingerprinting (TouchTo Print)* *'Print with your fingerprint' on page 77*.

How to print your documents

1. Open your mailbox *'Open your mailbox'* on page 66.
2. Use the scroll wheel to select the document you want to print.
   To select specific new documents or to select all documents, press the 'Select new' key or the 'Select all' key.



[56] Select new documents

3. Use the numeric keys to enter the number of sets.
4. Press the Start key.
   The printed documents will be marked with a **V**.
5. Press the 'Close mailbox' key to quit your mailbox.

Print a secured document

Introduction

When you need to print a document that is for your eyes only, you can start a secured print job. Especially when your mailbox is not protected with a PIN, secured printing can be very useful for confidential information. You can only print a secured document when you know the security code that has been attached to the print job in the printer driver. You must enter the security code again when you want to print the document from your mailbox.

Remember the following security guidelines to start a secured print job.

- Use at least 4 digits to define the security code in the printer driver.
- Print the secured document from your mailbox as soon as possible. Do not wait longer than one hour.
- Delete the document immediately after you have printed the document.

When you often start secured print jobs, use the same security code for these print jobs. All documents in the mailbox secured with the same security code can be printed while you only once enter the security code.

Note: *If your mailbox is not protected with a PIN, any person can delete the secured document from your mailbox. However, nobody can print your secured document.*

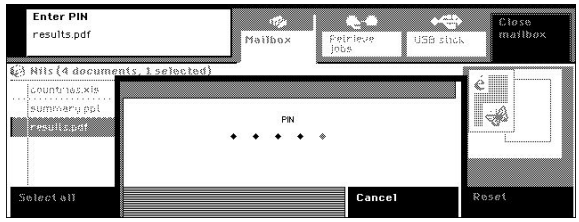
Before you begin

You need to enter the correct settings in the printer driver to send a secured document to your mailbox *'Send a secured document to your mailbox'* on page 64.

How to print a secured document

1. Open your mailbox *'Open your mailbox'* on page 66.
2. Use the scroll wheel to select one or more documents that have the same security code.
3. Use the numeric keys to enter the number of sets.
4. Press the Start key.

5. Use the numeric keys to enter the security code that you attached to the document or documents.



[57] Entering the Security Code

6. Press the 'Close mailbox' key to quit your mailbox.

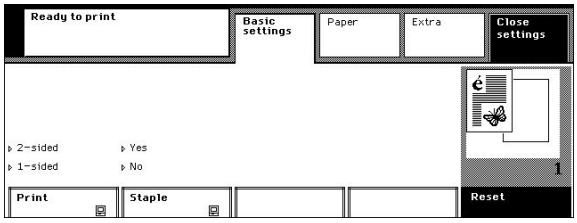
Change the document settings

Introduction

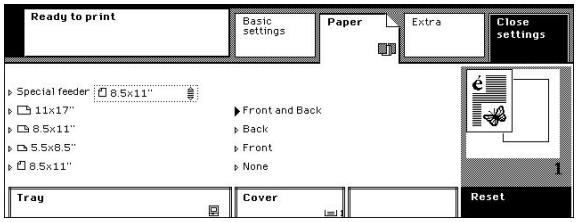
You define the print properties for your document in printer driver. After you sent the document to the mailbox, you can change the properties of the document in the mailbox. The settings with a computer symbol in the function name box refer to the 'As in document' option in the printer driver. Then the application from which you sent your document determines how your prints will look. You can also change these settings if you want.

How to change the document settings

1. Open your mailbox *'Open your mailbox'* on page 66.
2. Use the scroll wheel to select the document you want to change.
   To select new or all documents, press the 'Select new' key or the 'Select all' key.
3. Press the 'Edit settings' key or press the scroll wheel key.
4. Press the 'Basic settings', 'Paper' or 'Extra' keys to go to the print settings *'The print settings'* on page 166. Press the 'Reset' key to restore the printer driver settings. Press the C key to restore the number of sets as defined in the printer driver.



[58] The printer driver settings that will be used for the document have the computer symbol



[59] The prints will get covers

5. Press the 'Close mailbox' key to return to your mailbox.

Delete documents from your mailbox

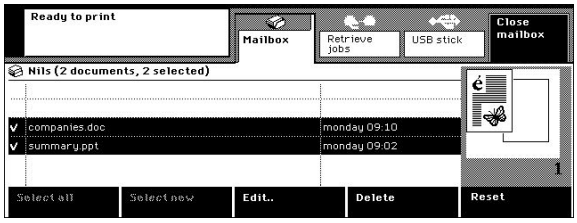
Introduction

You can delete one or more documents from your mailbox, for example after you printed the documents.

Remember that the Key operator defines the storage time of the mailbox documents. The documents can be deleted immediately after printing or after an expired storage time.

How to delete documents from your mailbox

1. Open your mailbox *'Open your mailbox'* on page 66.
2. Use the scroll wheel to select the document you want to delete.
   To select specific new documents or to select all documents, press the 'Select new' key or the 'Select all' key.
3. Press the 'Delete' key.



[60] All documents that can be deleted are selected

4. Press the 'Close mailbox' key to quit your mailbox.

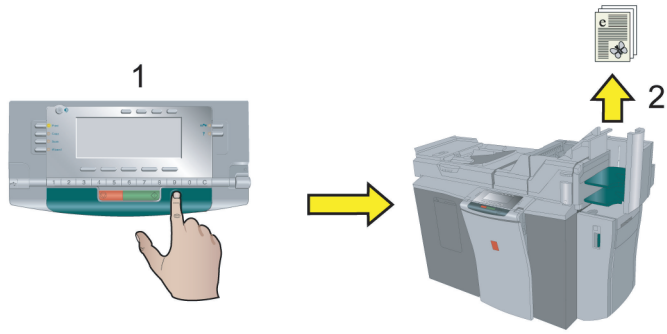
Use your finger to print

The ease of fingerprinting

Why use fingerprinting

You can use fingerprinting (TouchTo Print) to print your documents quickly. One touch of your finger on the fingerprint sensor is enough to open your mailbox or print your new documents. You must first enroll your fingerprint before you can use TouchTo Print.

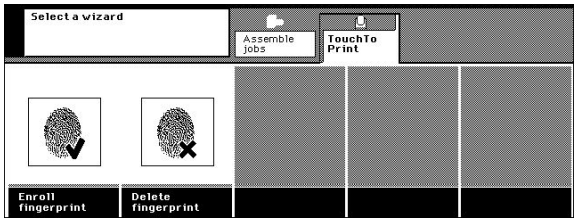
How does fingerprinting work



[27]

Step	Description
1	You only enroll your fingerprint once with the Enroll fingerprint wizard. When successfully enrolled, you can place your finger on the sensor to print your documents quickly.
2	Your fingerprint is recognized. Your mailbox is opened or your new documents are printed, depending on the fingerprint mode you select during the enrollment.

The TouchTo Print wizards



[62] The two TouchTo Print wizards

[28]

TouchTo Print wizards	Name	Description
	Enroll fingerprint wizard	Start the Enroll fingerprint wizard when you want to use fingerprinting *'Enroll your fingerprint'* on page 75.
	Delete fingerprint wizard	Start the Delete fingerprint wizard if you do not want to use fingerprinting any longer *'Delete your fingerprint'* on page 79.

User questions

[29]

Question	Answer
What information is needed during enrollment?	The system needs to know your identity.You are asked to enter an identification code or select your user name when the system does not know who you are. If your machine reads data from a central server that stores the contact information of employees, identification codes are used. If necessary, ask the Key operator or System administrator what your identification code is.
Do I need a PIN to use fingerprinting	When your mailbox is protected with a PIN and you have enrolled your fingerprint with this PIN, you are not asked to enter the PIN again *'Need PIN coins or a credit card'* on page 39.

Question	Answer
How does my secured print job behave during fingerprinting	If you have a secured print job in your mailbox, you must enter the security code you assigned to the job *'Print a secured document'* on page 68.
Can I use both fingerprint modes	You can enroll two fingerprints belonging to your mailbox. Attach one mode to each finger.
Is my fingerprint information safely stored	Your fingerprint information is safely stored on the printer. You can delete your fingerprint, if you do not want to use the function any longer. No information about your deleted fingerprint is left on the printer.

Enroll your fingerprint

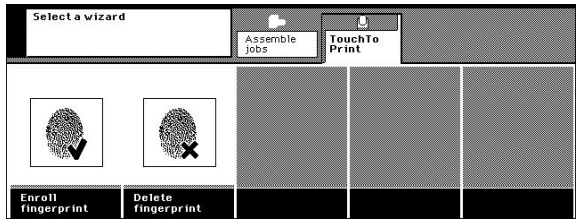
Introduction

Start the Enroll fingerprint wizard to enroll your fingerprint when you want to use TouchTo Print. The wizard explains step by step how you must enroll your fingerprint. The following procedure describes the main steps you must take.

The system needs to know your identity. You must enter an identification code or select your user name when the system does not know who you are. If necessary, ask the Key operator or System administrator what your identification code is.

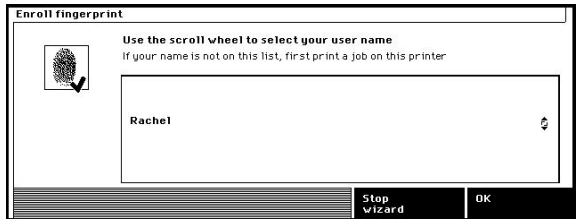
How to enroll your fingerprint

1. Press the 'Wizards' key.
2. Press the 'TouchTo Print' key .
3. Select the 'Enroll fingerprint' wizard.

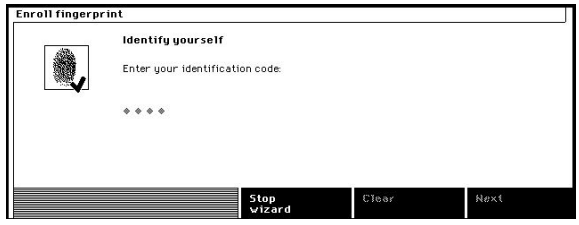


[63] The two TouchTo Print wizards

4. Press the 'Next' key.
5. Identify yourself when necessary.


Enroll fingerprint
Use the scroll wheel to select your user name
If your name is not on this list, first print a job on this printer
Rachel
Stop wizard
OK

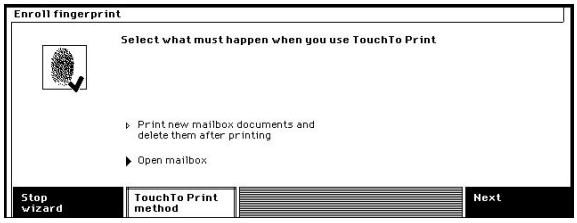
[64] Identification by user name



[65] Identification by code

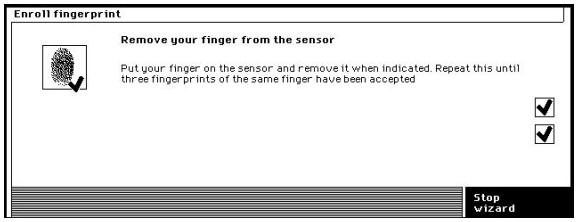
6. Select the TouchTo Print mode.
[30]

TouchTo Print mode	Description
'Open mailbox'	Your mailbox will be opened after your fingerprint is recognized.
'Print new mailbox documents and delete them after printing'	Your new documents are printed after your fingerprint is recognized. The documents are deleted after being printed.


Enroll fingerprint
Select what must happen when you use TouchTo Print
Print new mailbox documents and delete them after printing
Open mailbox
Stop wizard
TouchTo Print method
Next

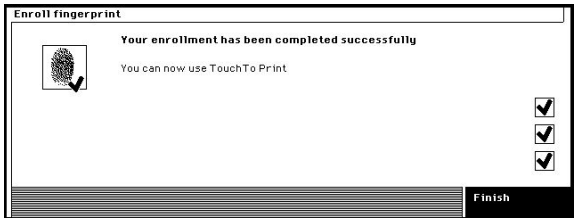
[66] Select how you want to use fingerprinting

7. Follow the instructions how to read your fingerprint.


Enroll fingerprint
Remove your finger from the sensor
Put your finger on the sensor and remove it when indicated. Repeat this until three fingerprints of the same finger have been accepted
Stop wizard

[67] Instructions how to read your fingerprint

8. Finish the wizard.



[68] Finish the wizard

Print with your fingerprint

Introduction

You must enroll your fingerprint before you can print with your fingerprint *'Enroll your fingerprint'* on page 75. Depending on the fingerprint mode you selected during enrollment, the following happens after you put your finger on the sensor:

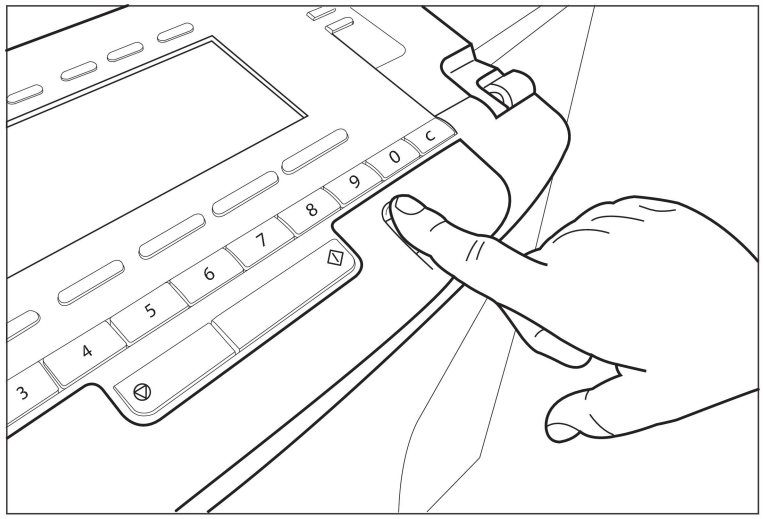
- Your mailbox will be opened after your fingerprint is recognized, or
- Your new documents will be printed after your fingerprint is recognized. The documents are deleted from your mailbox after being printed.

Before you begin

Note that your fingerprint must be successfully enrolled *'Enroll your fingerprint'* on page 75.

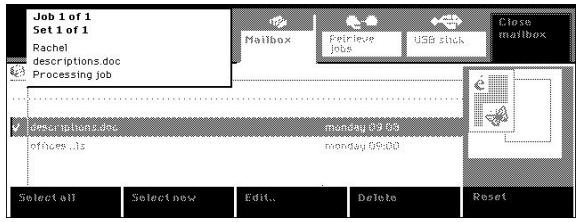
How to open your mailbox with your fingerprint

1. Put your finger on the fingerprint sensor.



Note: *If your fingerprint is not recognized, try again.*

2. The new documents are immediately printed, if you attached the 'Print new mailbox documents and delete them after printing' mode to your fingerprint.
   Select your document if you attached the 'Open mailbox' mode to your fingerprint. Print your document.



[70] The job is printed after you put your finger on the sensor ('Print new mailbox documents and delete them after printing' mode)

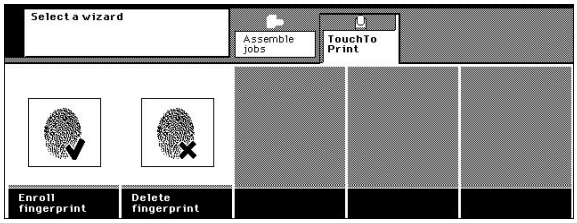
Delete your fingerprint

Introduction

You can always delete your fingerprint when you do not want to use fingerprinting any longer.

How to delete your fingerprint

1. Press the 'Wizards' key.
2. Press the 'TouchTo Print' key .



[71] The two TouchTo Print wizards

3. Select the 'Delete fingerprint' wizard.
4. Put your enrolled finger on the sensor.
5. Remove your finger from the sensor.
6. Press the 'Yes' key to confirm the action.
7. Finish the wizard.

Get documents from your other mailboxes

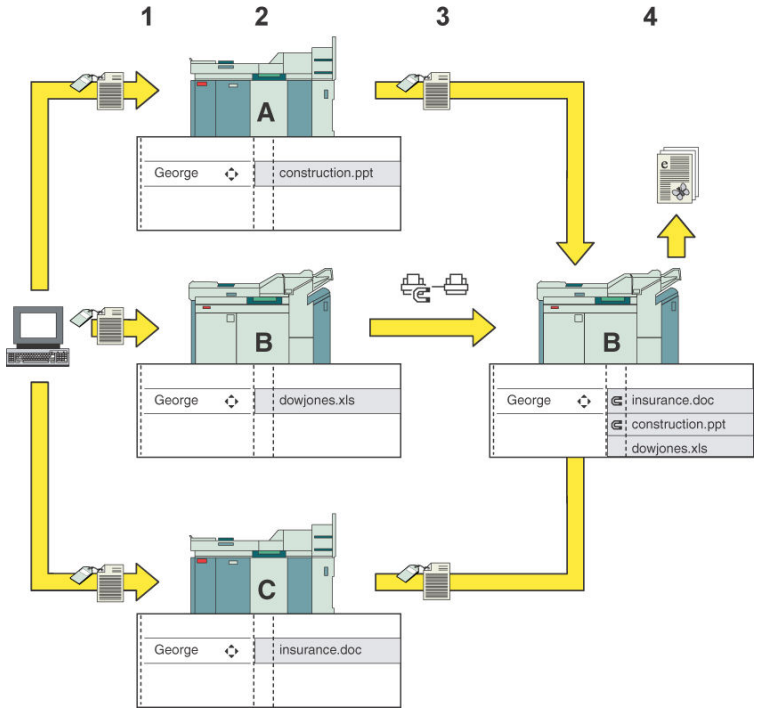
The ease of fetching documents from your other mailboxes

Why fetching documents from your other mailboxes

When there are several printers in the office, the Smart mailbox function can be very useful for you. You can fetch your mailbox documents from wherever you are. For example, you sent a mailbox job to the printer on the ground floor, but you urgently need the document when you are on the fourth floor. You walk to printer on the fourth floor and start the Smart mailbox function. The printer on the fourth floor fetches all your documents you sent to other printers in the building. Now you can select and print the document you need *'Fetch documents from your other mailboxes'* on page 83.

The Smart mailbox only works if the printers share the Smart mailbox functionality. The System administrator configures the Smart mailbox on the printers.

How does the Smart mailbox work



[31]

Step	Description
1	George sent 3 jobs to three printers.
2	George walks to printer B .
3	George wants to have all documents he sent to his mailboxes. He presses the 'Retrieve jobs' key and identifies himself. The mailbox documents from printer A and C are sent to printer B.
4	George selects the documents he wants to print.

Identify yourself

The system needs to know who you are. You are asked to enter an identification code or select your user name when the system does not know who you are.

If your machine reads data from a central server that stores the contact information of employees, identification codes are used. If necessary, ask the Key operator or

System administrator what your identification code is. If there is no central server, you must first open your mailbox before you can use the Smart mailbox.

User questions

[32]

Question	Answer
Can I change the print properties of the documents retrieved from other mailboxes?	The retrieved documents behave like normal mailbox documents. You can change the print properties before printing.
Can I see which retrieved documents have already been printed?	When you print a retrieved document, the document in the original mailbox will also be marked with a **V.**.
What happens when I delete a retrieved document?	When you delete a retrieved document, it will also be removed from the original mailbox.
What happens when I close my mailbox?	The documents retrieved from other printers are removed when you close your mailbox. To see the documents again, press the 'Retrieve jobs' key once more.
Can I retrieve secure documents?	Depending on the security level of the system, you may be able to retrieve secure documents. If the system does not support the retrieval of secure documents, they will remain in their original mailboxes.

Fetching documents from your other mailboxes

Introduction

You can fetch the documents from your mailboxes on other printers.

Before you begin

Note that the Smart mailbox must be configured on your system.

How to get your documents from your other mailboxes

1. Press the 'Print' key.
2. Press the 'Retrieve jobs' key .

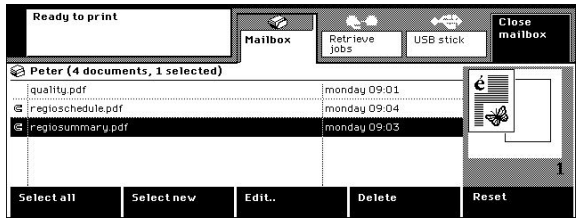
Note: *You can also first open your mailbox and then press the 'Retrieve jobs' key. Then, you do not need to enter an identification code.*

3. Use the numeric keys to enter your identification code and press the 'OK' key.

Note: *If you are already known to the system, you are not asked for a code.*

[73] Identify yourself

4. Use the scroll wheel to select the documents you want to print.



[74] You can select the documents that have been gotten.

5. Use the scroll wheel key or press the 'Edit settings' key to change the settings, if required.

6. Press the Start key ◇.

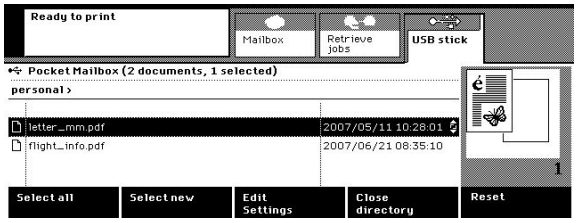
Note: *You can start to print documents even while the Océ VarioPrint® 2062/75 is still getting documents.*

Print from your USB stick

The ease of printing from your USB stick

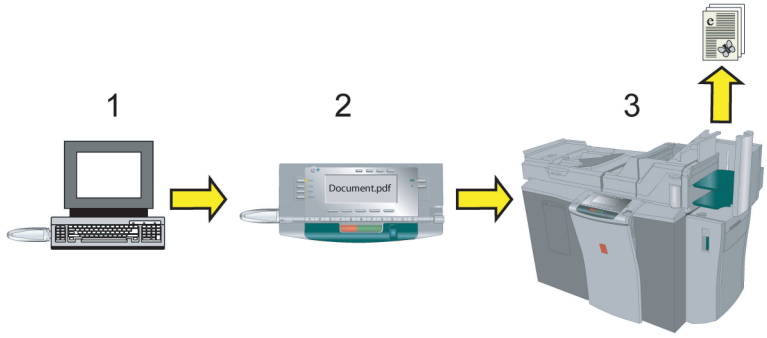
Why print from your USB stick

You can put documents (*.pdf, *.ps, *.prn files) on your USB stick and then print them (Pocket mailbox). You do not need a printer driver. All you have to do is put the documents on your USB stick *'Put a printable document on your USB stick'* on page 87. You can, for example, put some PDF documents on your USB stick that may be important during a study meeting. You need one of the documents during the meeting. You simply walk to an Océ VarioPrint® 2062/75 and connect the USB stick to the USB port. The printable documents are shown and you can select and print the documents *'Print a document from your USB stick'* on page 88.



[75] Printable documents on your USB stick

How does printing from your USB stick work



[33]

Step	Description
1	You put a document (*.pdf, *.ps, *.prn file) on your USB stick.

Step	Description
2	You insert the USB stick into the USB port of the Océ VarioPrint® 2062/75 . You press the 'USB stick' key .
3	You browse to your document and print it.

User questions

[34]

Question	Answer
Can I change the print properties of the documents on the USB stick	The documents in the Pocket mailbox behave like normal mailbox documents. You can change the properties before printing the documents.
Most documents I print are Microsoft Office documents. How can I make those documents printable	Use an application that converts your document into PDF format or create a print file *'Put a printable document on your USB stick'* on page 87.
Do the documents remain on the printer when I remove the USB stick	When you remove the USB stick, the documents are no longer stored on the printer.

Put a printable document on your USB stick

Introduction

If you print your document from a USB stick, make sure that the document has a printable file format. The documents must have the correct format (*.pdf, *.ps, *.prn). If a document has another format (for example *.doc, *.ptt or * .xls), you must first convert it into one of the following formats:

- PostScript 3
- PCL
- PDF.

If you do not have an application to create a PDF file, you can use your printer driver to easily put a printable document on your USB stick. The following procedure describes how to do this.

How to use the printer driver to put a printable document on the USB stick

1. Insert the USB stick into the USB port of your computer.
2. Open the document in the application you use.
3. Click 'Print' from the 'File' menu.
4. Select the 'Print to file' check box in the 'Print' command dialogue box.
5. Click 'OK'.
6. Enter a file name.

Note: *There are no restrictions on the extensions you can use.*

7. Save the file on the USB stick.

Note: *Your file can be located in a directory on the USB stick.*

8. Remove the USB stick, following the 'safe remove' instructions.

Print a document from your USB stick

Introduction

You can put documents (*.pdf, *.ps, *.prn files) on your USB stick *'Put a printable document on your USB stick'* on page 87 and then print them (Pocket mailbox).

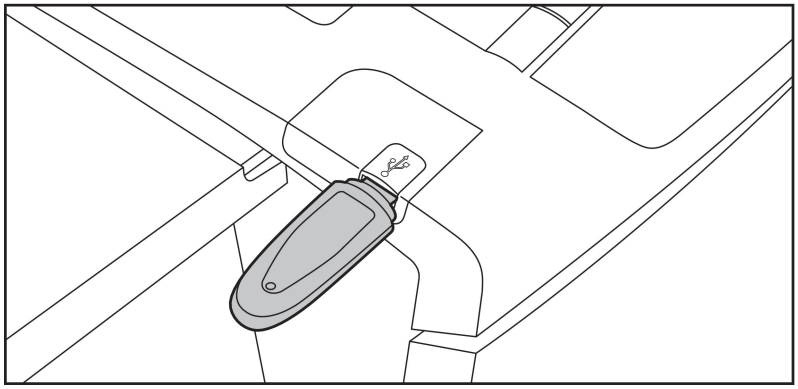
When you put the USB stick in the port, you see the directory structure of your USB stick. You can open a directory and print the documents you want.

[35]

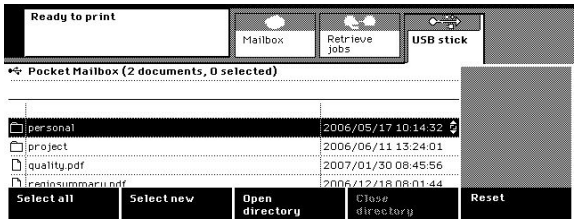
Pocket mailbox symbols	Description
🗀	Directory. Select the directory and press the 'Open directory' key to go to the printable documents.
🗋	Printable document. Select the document and press the green Start key.
🗋	Already printed document. If required, you can print it again.

How to print a document from USB stick

1. Insert the USB stick into the USB port.

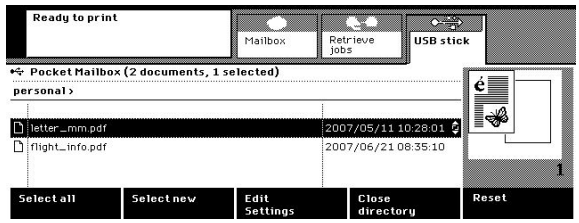


2. Press the 'Print' key.
3. Press the 'USB stick' key .



[78] Directory structure on your USB stick

4. Use the scroll wheel and the 'Open directory' key to go to the documents you want to print.



[79] The file to print

5. Press the 'Edit settings' key or press the scroll wheel key to change the settings, if required.
6. Use the numeric keys to enter the number of sets.
7. Press the Start key .
8. Remove the USB stick when the prints are ready.

Print on special material

Print on special material placed in a paper tray

Introduction

You can use the following material for the print jobs.

- Paper that is already in the trays.
- Special material that you place in a tray for the current job.
- Special material that is not suitable for the trays. You can insert such a sheet into the special feeder.

The Key operator can have locked the paper-compartment door. This means that you cannot load the special paper.

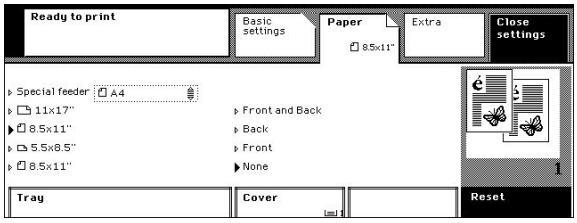
Note: *You can also make the settings for a print job on special material in the printer driver. When you arrive at the printer, you only have to place the material in the paper tray and print the document* *'The printer driver' on page 57*.

Before you begin

- Send a document to your mailbox *'Send a document to your mailbox'* on page 59.
- Check which paper tray is suitable for your material.

How to print a job on special material placed in a paper tray

1. Open the paper-compartment door, place the material in one of the trays and close the door *'Add paper to paper tray 1 2 and 3'* on page 155*'Add paper to paper tray 4'* on page 153.
   When you use labeled or punched material, you must pay attention to how you place the material.
2. Open your mailbox and use the scroll wheel to select the document *'Open your mailbox'* on page 66.
3. Press the 'Edit settings' key or press the scroll wheel key.
4. Press the 'Paper' key.



[80] Select another tray

5. Select the tray in which you placed the material, in the 'Tray' box.
6. Press the 'Close settings' key to return to your mailbox.
7. Use the numeric keys to enter the number of sets.
8. Press the Start key ◇.
9. Press the 'Close mailbox' key to quit your mailbox.

Print on special material inserted in the special feeder

Introduction

The paper trays cannot handle all materials on which you can print. When you want to print on this material that is not suitable for the paper trays, you can insert this material into the special feeder, one sheet at a time. Be aware that the special feeder also has restrictions on the use of material *'Input trays and output bins'* on page 185.

The Key operator can decide to disable the special feeder. Then you can only place your material in the paper trays.

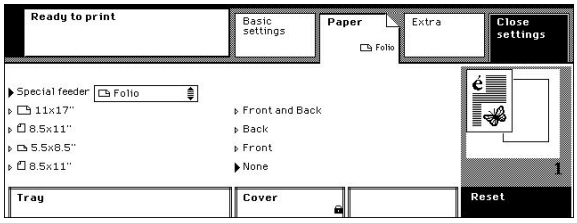
Note: *You can also make the settings for a print job on special material in the printer driver. When you arrive at the printer, you only have to insert the material into the special feeder and print the document 'The printer driver' on page 57.*

Before you begin

- Send a document to your mailbox *'Send a document to your mailbox'* on page 59.
- Check if the special feeder can handle your special material.

How to print a job on special material inserted into the special feeder

1. Insert one sheet of the special material into the special feeder *'Insert paper into the special feeder'* on page 158.
   The face-down side will be printed.
2. Open your mailbox and use the scroll wheel to select the document *'Open your mailbox'* on page 66.
3. Press the 'Edit settings' key or press the scroll wheel key.
4. Press the 'Paper' key.
5. Select 'Special feeder' in the 'Tray' box.
6. Use the scroll wheel to select the size of the material you inserted.



[81] Select the size of the material in the special feeder

7. Press the 'Close settings' key to return to your mailbox.
8. Use the numeric keys to enter the number of sets.
9. Press the Start key.
10. Press the 'Close mailbox' key to quit your mailbox.

11. Close the special feeder.

Stop or interrupt printing

Interrupting a Print Job

Introduction

You can temporarily stop your print job, for example, because someone does not want to wait until your large print job is finished. You interrupt the printing of the job, and new copy, print or scan jobs can be started. When the new jobs are ready, you can continue your large print job.

Note: *The Key operator can decide to disable the Interrupt job function.*

Note: *You cannot interrupt a job if you need coins or a credit card to start a job.*

Interrupting a print job

1. Press the 'Interrupt job' key while a print job is printing.

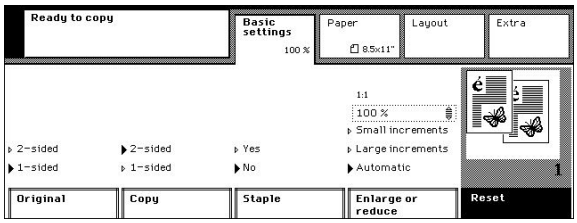
[82] Press the Interrupt job key

2. Wait until the display screen indicates that you can start a new job.

[83] The job is interrupted

3. Press the 'Copy', 'Print' or 'Scan' key to go to the settings for the new job.

4. Press the Start key ◇ to start the new job. The ⤓ icon indicates that you are interrupting a job.



[84] You can start a new job

5. Press the 'Resume' key to continue the suspended job.

[85] The suspended job continues

Stop a print job

Introduction

You can stop the printing of a job, for example when you notice that the output of your print job is not correct.

Note: *You can also interrupt the printing before the print job is ready. You or someone else can start a new job. You can resume the suspended job afterwards* *'Interrupt a print job' on page 94*.

How to stop a print job

[36]

If you want to	Then
Stop the printing of automatic print jobs, for example to start another job	Press the 'Print', 'Scan' or 'Copy' key. You can start another job after the current automatic print job is finished. The printing of the automatic print jobs resumes when your job is ready.
Stop the printing of the job after finishing the current set	Press the Stop key ⊘ once. Press the Start key ◇ to resume.
Stop the printing of the job immediately	Press the Stop key ⊘ twice. Press the Start key ◇ to resume.
Cancel the print job	Press the Stop key ⊘ three times. The job is stored in the mailbox.

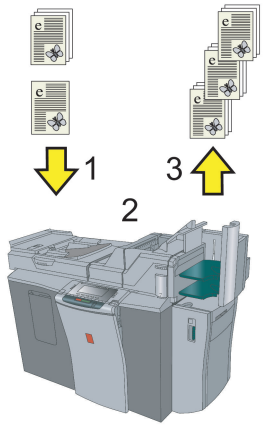
Chapter 7
The copy jobs

What can you copy

Simple copy jobs or professional copy jobs

The Océ VarioPrint® 2062/75 has many functions to copy your documents. You can, for example, copy with just one push of the green start key to get copies like your originals. But you can also choose the Booklet function and turn your documents into a complete handy booklet.

What happens when you copy



[37]

Step	Description
1	You place the originals in the automatic document feeder or on the platen and start the copy job.
2	The information of the originals is scanned, digitized and converted into an image.
3	The images are printed. The finisher collects the sets.

Use the automatic document feeder to copy

Copy in a simple way

Introduction

Use the automatic document feeder to copy your documents in a simple and quick way. When you insert the originals, the automatic document feeder detects their dimensions. If a matching paper size is loaded in one of the paper trays, this paper will be selected for your copies. If the paper size of the originals is not available, the most acceptable size for your copies is selected.

The following procedure describes a simple copy job. You can change the default settings if your copy job has special properties *'The copy settings'* on page 170.

Note: *If the paper orientation in this tray does not match the feed direction of the originals, the Océ VarioPrint® 2062/75 rotates the image 90°. The rotation symbol will be shown in the feedback box.*

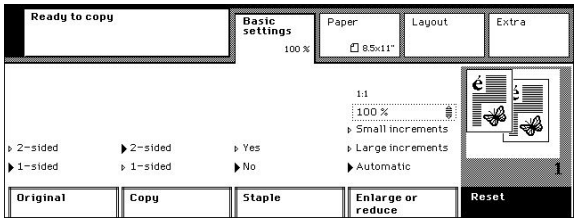
Before you begin

- Examine your originals to be sure that the automatic document feeder can handle the originals *'Your originals'* on page 44.
- If the originals are different sizes or types, use the Assemble jobs wizard to enter the settings *'Your originals'* on page 44.
- You may be asked to identify or insert coins or a credit card before you can start the jobs *'Need PIN coins or a credit card'* on page 39.

How to use the automatic document feeder to copy

1. Place and align the originals face down in the automatic document feeder *'Place originals in the automatic document feeder'* on page 47.

2. Press the 'Copy' key.



[87] The copy job settings

3. Select '1-sided' or '2-sided' in the 'Original' and 'Copy' boxes.
4. Select 'Yes' or 'No' in the 'Staple' box.
5. Use the numeric keys to enter the number of copies.
6. Press the Start key ◇.

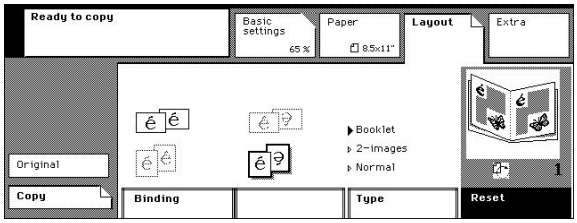
Create a booklet

Introduction

A booklet is a copied document that looks like a book. Four images are copied on one sheet to create a booklet. The only thing you must do to complete your booklet is fold the copied sheets. The order in which you feed the originals determines the page order of the booklet.

How to create a booklet

1. Place and align the originals face down in the automatic document feeder *'Place originals in the automatic document feeder'* on page 47.
2. Press the 'Copy' key.
3. Select '1-sided' or '2-sided' in the 'Original' box.
4. Press the 'Layout' key.
   Select the 'Copy' tab.
5. Select 'Booklet' in the 'Type' box.
   The feedback box shows the result.



[88] Select the booklet function

6. Press the 'Paper' key.
   Indicate if the booklet needs covers.
7. Use the numeric keys to enter the number of copies.
8. Press the Start key ◇.

Note: *Some settings are locked by the Booklet selection.*

Sorting the Output

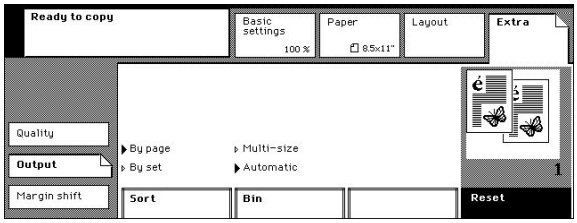
Introduction

When the copies go to the finisher, each following set is moved to a backward or forward direction compared with the previous set. By default, the output is sorted by set. This means that a set represents the set of scanned originals. If required, you can obtain the output sorted by page. Then each set of copies represents one 1-sided or 2-sided original *'The copy settings'* on page 170.

Note: *You can also use the sorting function for the multi-size bin, but only the finisher can move the subsequent sets in a different direction.*

How to sort the output

1. Place and align the originals face down in the automatic document feeder *'Place originals in the automatic document feeder'* on page 47.
2. Press the 'Copy' key.
3. Press the 'Extra' key.
   Select the 'Output' tab.
4. Select 'By page' or 'By set' in the 'Sort' box.



[89] Sorting the Output

5. Use the numeric keys to enter the number of sets.
6. Press the ◇ key.

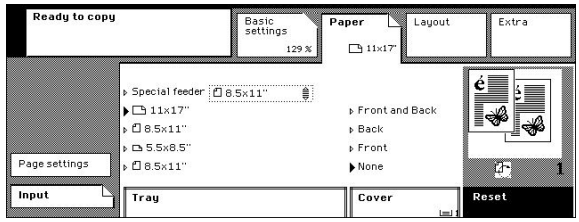
Use the automatic document feeder to create an enlarged or reduced document

Introduction

If you want to enlarge or reduce your document, you only need to select one of the paper sizes that is loaded in the paper trays. An appropriate reduction or enlargement will be selected automatically.

How to use the automatic document feeder to create an enlarged or reduced document

1. Place and align the originals face down in the automatic document feeder *'Place originals in the automatic document feeder'* on page 47.
2. Press the 'Copy' key.
3. Select '1-sided' or '2-sided' in the 'Original' and 'Copy' boxes.
4. Select 'Yes' or 'No' in the 'Staple' box.
5. Press the 'Paper' key.
6. Select the required paper size in the 'Tray' box.
   The enlargement or reduction is calculated automatically and is displayed in the 'Basic settings' name box.



[90] Select the required paper size

7. Use the numeric keys to enter the number of sets.
8. Press the Start key ◇.

Use the platen to copy

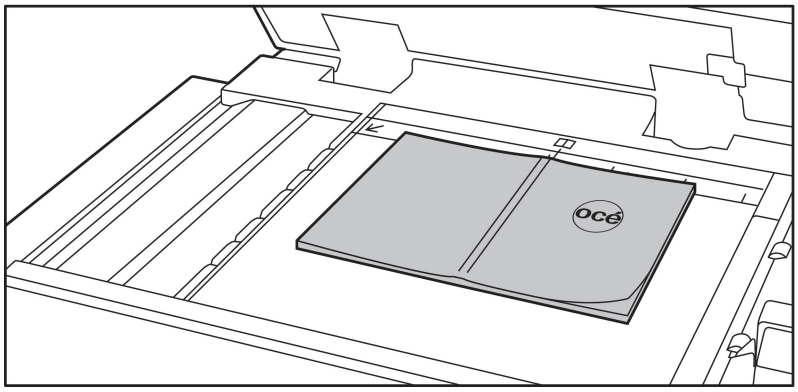
Copying a Book or Magazine

Introduction

You can copy pages of open books or magazines from the platen. Both pages or one of the pages can be copied when you use the book copying function. It is not necessary to change the position of the book on the platen to copy both pages.

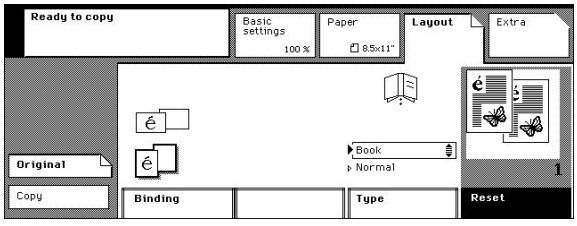
How to copy a book or a magazine

1. Place and align the book face down on the platen.
   Make sure that the binding of the book points to the book symbol on the edge of the platen.



[91] Align the book face down on the platen

2. Press the 'Copy' key.
3. Select '1-sided' or '2-sided' in the 'Print' boxes.
4. Press the 'Layout' key.
5. Select the 'Original' tab.
6. Select 'Book' in the 'Type' box.



[92] Select Book copying

7. Use the scroll wheel to select 'Left' or 'Right' when you want to copy only one page.

Note: *When you select 'Left', the page on the left side of the platen will be scanned.*

8. Use the numeric keys to enter the number of sets.
9. Press the Start key ◇.

Note: *If the page size of the book is not A4/Letter 8.5x11, you must select the tray that contains the page size of the book.*

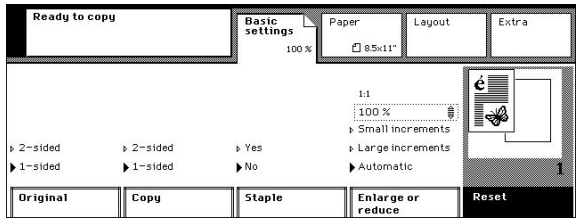
Copy an A4/Letter 8.5x11 original from the platen

Introduction

The platen is the location where you place one original that the automatic document feeder cannot handle *'Your originals'* on page 44. The platen cannot detect the dimensions of your original.

How to copy an A4/Letter 8.5x11 original from the platen

1. Place the original face down in the left rear corner. Align the long edge of the original in vertical position on the platen *'Place an original on the platen'* on page 49.
2. Close the cover of the platen.
3. Press the 'Copy' key.
4. Select '1-sided' in the 'Original' and 'Copy' boxes.



[93] Change the settings for a copy job from the platen

5. Select 'No' in the 'Staple' box.
6. Use the numeric keys to enter the number of copies.
7. Press the Start key ◇.
8. Do not forget to remove the original from the platen.

Copy an A3/Tabloid 11x17 original from the platen

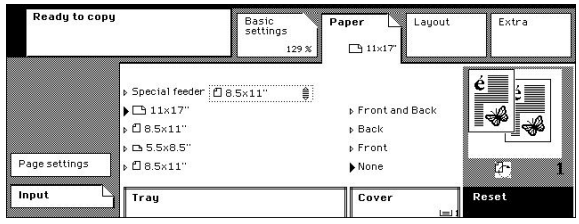
Introduction

The platen is the location where you place one original that the automatic document feeder cannot handle. The platen cannot detect the dimensions of your original *'Your originals'* on page 44. When you copy an A3/Tabloid 11x17 original from the platen, you must set the paper size of your original.

When the required copy size is not A3/Tabloid 11x17, you must set the required copy size and adjust the enlargement or reduction *'Use the platen to create an enlarged or reduced copy'* on page 109.

How to copy an A3/Tabloid 11x17 original from the platen

1. Place the original face down in the left rear corner. Align the short edge of the original in vertical position on the platen *'Place an original on the platen'* on page 49.
2. Close the cover of the platen.
3. Press the 'Copy' key.
4. Select '1-sided' in the 'Original' and 'Copy' boxes.
5. Select 'No' in the 'Staple' box.
6. Press the 'Paper' key.
7. Select the A3/Tabloid 11x17 paper size in the 'Tray' box.



[94] Select A3/Tabloid 11x17

8. Use the numeric keys to enter the number of copies.
9. Press the Start key ◇.
10. Do not forget to remove the original from the platen.

Copy an A5/Us Std 5.5x8.5 original from the platen

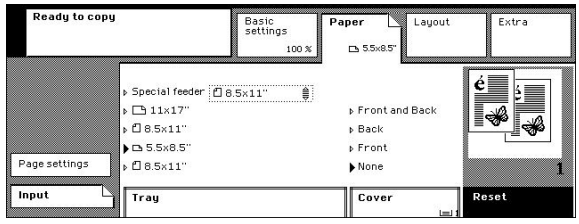
Introduction

The platen is the location where you place one original that the automatic document feeder cannot handle. The platen cannot detect the dimensions of your original *'Your originals'* on page 44. When you copy an A5/Us Std 5.5x8.5 original from the platen, you must set the paper size of your original.

When the required copy size is not A5/Us Std 5.5x8.5, you must set the copy size and adjust the enlargement or reduction *'Use the platen to create an enlarged or reduced copy'* on page 109.

How to copy an A5/Us Std 5.5x8.5 original from the platen

1. Place the original face down in the left rear corner. Align the short edge of the original in vertical position on the platen *'Place an original on the platen'* on page 49.
2. Close the cover of the platen.
3. Press the 'Copy' key.
4. Select '1-sided' in the 'Original' and 'Copy' boxes.
5. Select 'No' in the 'Staple' box.
6. Press the 'Paper' key.
7. Select the A5/Us Std 5.5x8.5 paper size in the 'Tray' box.



[95] Select A5/Us Std 5.5x8.5

8. Use the numeric keys to enter the number of copies.
9. Press the Start key ◇.
10. Do not forget to remove the original from the platen.

Use the platen to create an enlarged or reduced copy

Introduction

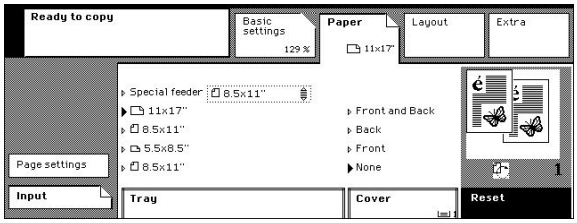
The platen is the location where you place one original that the automatic document feeder cannot handle *'Your originals'* on page 44. The platen cannot detect the dimensions of your original.

Before you begin

First make a test copy to check your copy settings, especially for a large job. Make sure that the settings do not result in the loss of image information or grey borders.

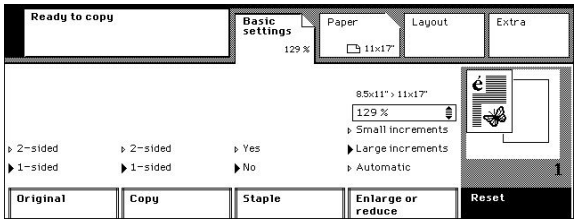
How to create an enlarged or reduced copy from the platen

1. Place the original face down in the left rear corner. Use the measuring guides on the edges of the platen to locate the original correctly on the platen *'Place an original on the platen'* on page 49.
2. Close the cover of the platen.
3. Press the 'Copy' key.
4. Select '1-sided' in the 'Original' and 'Copy' boxes.
5. Select 'No' in the 'Staple' box.
6. Press the 'Paper' key.
7. Select the required paper size in the 'Tray' box.



[96] Select A3/Tabloid 11x17

8. Press the 'Basic settings' key.



[97] Select the enlargement and reduction

9. Select 'Large increments' in the 'Enlarge or reduce' box.
10. Use the scroll wheel to select the needed enlargement or reduction.
11. Use the numeric keys to enter the number of copies.
12. Press the Start key.

13. Do not forget to remove the original from the platen.

Copy on special material

Copy on special material placed in a paper tray

Introduction

You can use the following material for the copy jobs.

- Paper that is already in the trays.
- Special material that you place in a tray for the current job.
- Special material that is not suitable for the trays. You can insert such a sheet into the special feeder.

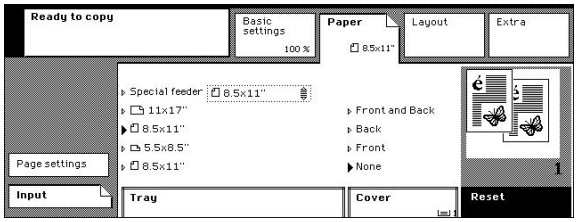
The Key operator can have locked the paper-compartment door. This means that you cannot load the special paper.

Before you begin

Check which paper tray is suitable for your material *'Input trays and output bins'* on page 185.

How to copy on special material placed in a paper tray

1. Open the paper-compartment door, place your special material and close the door.
   If you use pre-printed or punched material, pay attention to how you place the material *'Add paper to paper tray 1 2 and 3'* on page 155*'Add paper to paper tray 4'* on page 153.
2. Place and align the originals face down.
3. Press the 'Copy' key.
4. Select '1-sided' or '2-sided' in the 'Original' and 'Copy' boxes.
5. Select 'Yes' or 'No' in the 'Staple' box.
6. Press the 'Paper' key.
7. Select the tray in which you placed the material, in the 'Tray' box.



[98] Select the tray with the special material

8. Use the numeric keys to enter the number of copies.
9. Press the Start key ◇.

Copy on special material inserted in the special feeder

Introduction

The paper trays cannot handle all materials on which you can copy. If you want to copy on material that is not suitable for the paper trays, you can insert the material into the special feeder, one sheet at a time. Be aware that the special feeder also has restrictions on the use of material *'Input trays and output bins'* on page 185.

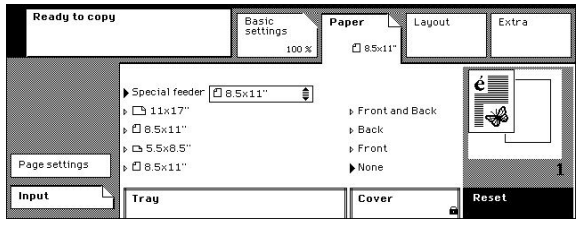
The Key operator can decide to disable the special feeder. Then you can only put your material into the paper trays.

Before you begin

Check if the special feeder can handle your special material *'Input trays and output bins'* on page 185.

How to copy on special material inserted in the special feeder

1. Insert one sheet of the special material in the special feeder *'Insert paper into the special feeder'* on page 158.
   The face-down side will be printed.
2. Place and align the original face down.
3. Press the 'Copy' key.
4. Press the 'Paper' key.
5. Select 'Special feeder' in the 'Tray' box.
6. Use the scroll wheel to select the size of the material you inserted.



[99] Select the size of the material inserted in the special feeder

7. Press the 'Basic settings' key.
8. Select '1-sided' or '2-sided' in the 'Original' box.

Note: *The 'Staple' and 'Copy' functions are locked. You must feed the sheet a second time to copy 2-sided on the special material.*

9. Use the numeric keys to enter the number of copies.
10. Press the Start key.
11. Close the special feeder.

Assemble jobs

Assemble separate copy job parts (Combined copy job)

Introduction

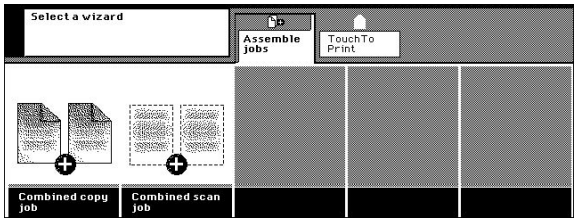
Use the 'Combined copy job' wizard to copy with separate job parts *'Your originals'* on page 44. The wizard explains step by step how to copy with separate job parts.

Before you begin

Examine your originals and create separate job parts.

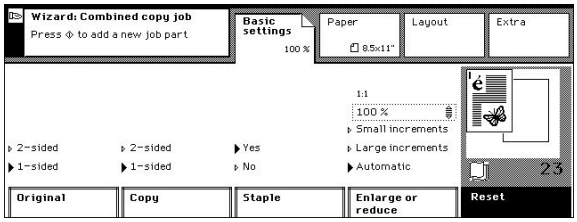
How to copy separate job parts

1. Press the 'Wizards' key.
2. Make sure the 'Assemble jobs' wizards is selected.
3. Select the 'Combined copy job' wizard.



[100] The 'Combined copy job' wizard

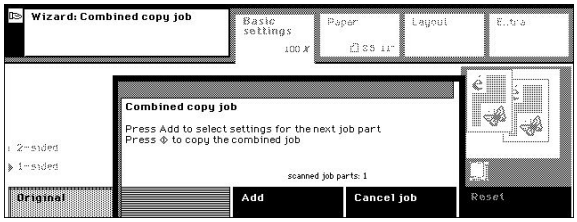
4. Press 'Add'.
5. Place and align the originals of the first job part face down.
6. Enter the settings for the combined job.



[101] You can make the settings for the combined job and the first job part

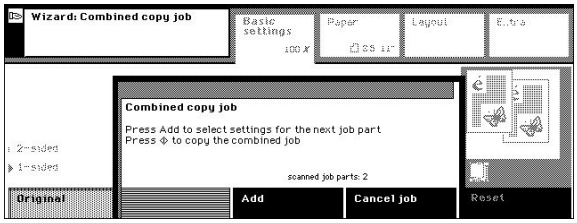
7. Enter the settings for the first job part.
8. Use the numeric keys to enter the number of copies.

9. Press the Start key ◇ to start scanning of the first job part.



[102] The first job part is scanned. You can add a new job part

10. Press 'Add'.
11. Place and align the originals of the next job part face down.
12. Enter the settings for the next job part.
13. Press the Start key ◇ to start scanning of the next job part.
14. Repeat the steps 10, 11, 12 and 13 for each subsequent job part.
15. Press the Start key ◇ to indicate that the last job part is scanned. The combined copy job is copied.



[103] All job parts are scanned. The combined job can be started

Change the default copy quality

Improve the copy quality if the originals are text

Introduction

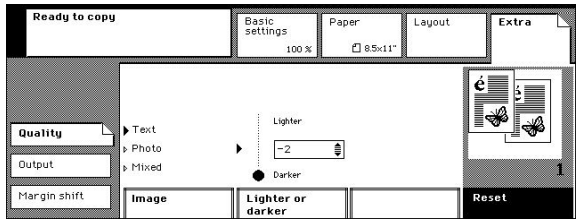
The Océ VarioPrint® 2062/75 can detect photos, rasters and fine lines on your originals. The best quality for your copies is selected. Therefore, you are advised to make a test copy before you change the quality settings.

Before you begin

First make a test copy to check your quality settings, especially for a large job.

How to improve the copy quality if the originals are text

1. Place and align the originals face down.
2. Press the 'Copy' key.
3. Select '1-sided' or '2-sided' in the 'Original' and 'Copy' boxes.
4. Select 'Yes' or 'No' in the 'Staple' box.
5. Press the 'Extra' key.
   Select the 'Quality' tab.
6. Select 'Text' in the 'Image' box.



[104] Improve the image quality of text

7. Use the scroll wheel to select a 'Lighter or darker' value from 2 down to -2.
8. Use the numeric keys to enter the number of copies.
9. Press the Start key.

Improve the copy quality when the original is a photo

Introduction

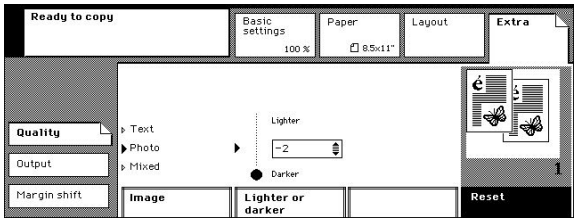
The Océ VarioPrint® 2062/75 can detect photos, rasters and fine lines on your originals. The best quality for your copies is selected. Therefore, you are advised to make a test copy before you change the quality settings.

Before you begin

First make a test copy to check your quality settings, especially for a large job.

How improve the copy quality when the original is a photo

1. Place and align the photo face down on the platen.
2. Press the 'Copy' key.
3. Select '1-sided' in the 'Original' and 'Copy' boxes.
4. Select 'No' in the 'Staple' box.
5. Press the 'Paper' key.
6. Select the required copy size in the 'Tray' box.
7. Press the 'Extra' key.
   Select the 'Quality' tab.
8. Select 'Photo' in the 'Image' box.



[105] Improve the image quality of a photo

9. Use the scroll wheel to select a 'Lighter or darker' value from 2 down to -2.
10. Use the numeric keys to enter the number of copies.
11. Press the Start key.
12. Do not forget to remove the photo from the platen.

Stop or interrupt copying

Interrupt a copy job

Introduction

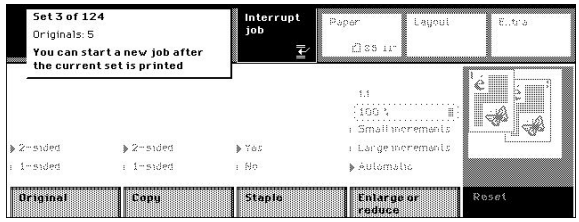
You can temporarily stop your copy job, for example because someone else does not want to wait until your large copy job is ready. You can interrupt the copying of the job, and a new copy, print or scan job can be started. When the new jobs are ready, you can continue your large print job.

Note: *The Key operator can decide to disable the Interrupt job function.*

Note: *You cannot interrupt a job if you need coins or a credit card to start a job.*

Interrupting a copy job

1. Press the 'Interrupt job' key while a job is copied.



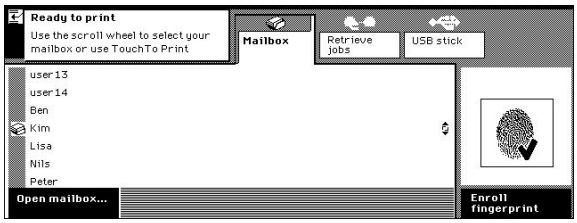
[106] Press the Interrupt job key

2. Wait until the display screen indicates that you can start new jobs.

[107] The job is interrupted

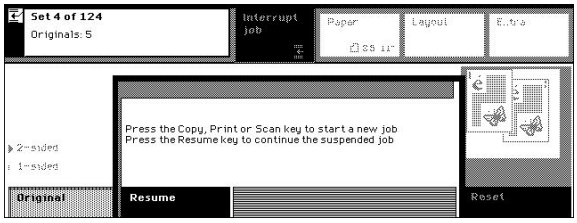
3. Press the 'Copy', 'Print' or 'Scan' key to go to the settings for the new job.

4. Press the start key ◇ to start the new job. The ⤓ icon indicates that you are interrupting a job.



[108] You can start a new job

5. Press the 'Resume' key to continue the suspended job.



[109] The suspended job continues

Stop a copy job

Introduction

You can stop the copy job, for example when you notice that the output of your copy job is not correct.

Note: *You can also interrupt a copy job. You or someone else can start a new job. You can resume the suspended job afterwards* *'Interrupt a copy job' on page 117*.

How to stop a copy job

[38]

If you want to	Then
Stop the scanning of originals	Press the 'Cancel job' key.
Stop the copying after finishing the current set	Press the Stop key ⊘ once. Press the Start key ◇ to resume.
Stop the copying immediately	Press the Stop key ⊘ twice. Press the Start key ◇ to resume.
Cancel the copy job	Press the Stop key ⊘ three times. Your job is canceled.

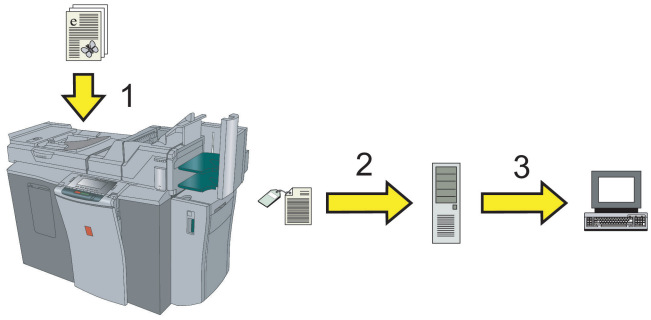
Chapter 8
The scan jobs

What can you copy

Simple scan jobs or professional scan jobs

The Océ VarioPrint® 2062/75 has many functions to scan your documents. You can simply scan to get digital documents like your originals that will arrive in your Email application. But you can also scan your documents with special settings, for example scanning with a high resolution to TIFF format to get a high quality image or create a password-protected PDF to store a confidential document on your USB stick.

What happens when you scan



[39]

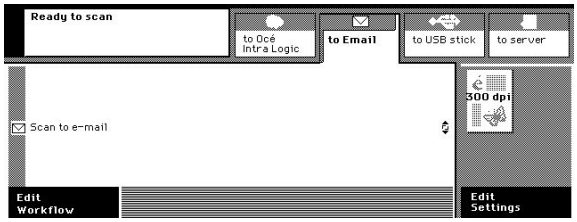
Step	Description
1	You place the originals in the automatic document feeder or on the platen and you indicate where you want to store your digital document *'The destination for the digital document'* on page 123. You start the scan job.
2	The information is scanned, digitized and converted into a digital document. The generated digital document is sent to the required destination, for example to an Email server.
3	The digital document is sent from a server to your computer. When you scan to Email, the digital document is sent to the Email addresses you specified. When you scan to a server, it is possible that you must retrieve the digital documents from that server.

Get to know the digital documents

The destination for the digital document

The destination for the digital document

Before you scan your documents, you must indicate to which destination the digital document must be sent. Use the following table for information about the destination for the digital document.



[111] Scanning to your Email address

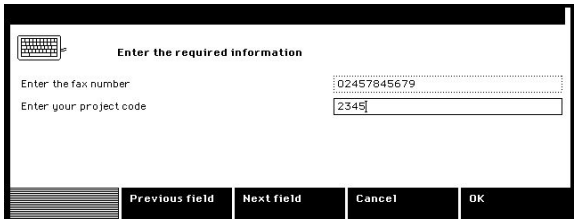
[40]

Destination	Description
Océ Intra Logic	The digital document is sent to a directory on the Intra Logic scan server. You can receive the file through the Océ Intra Logic application.
Email	The digital document is sent as an attachment to your Email address. When your machine has a keyboard installed, you can also send the digital document to the Email addresses you specified.
USB stick	The digital document is stored on a USB stick, inserted in the USB port of the Océ VarioPrint® 2062/75 .
server	The digital document is sent to a directory on a scan server. You can recognize your digital document by a job code or by date and time.

Note: *Not all destinations can be selected on the system you use.*

Scan for special purposes

Your Océ VarioPrint® 2062/75 system can be configured to send your scanned documents to special applications. To make it possible to process the files correctly, you are asked to enter one or more text fields.

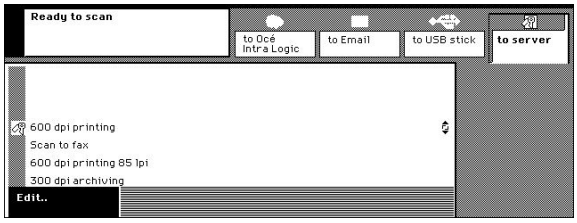


[112] Enter information for special scans

The scan profiles

What is a scan profile

A scan profile represents a collection of properties for your digital document. You can select the scan profile that meets the requirements for your digital document.



[113] A list of available scan profiles

Scanning to USB or to Email

When you send your digital document to your Email address or the USB stick, you do not need to select a scan profile. Your digital documents will always have the PDF format and your originals will be scanned at 300 dpi.

Note: *If required, you can protect your PDF file with a password* *'Create a password-protected PDF file' on page 146* *or change the resolution for your scan job* *'Change the scan resolution for the digital document' on page 147*.

Which properties are determined by a scan profile

The scan profile determines the name and resolution for the digital document generated. The compression mode and resolution are also a part of the scan profile definition. You can create your own scan profile when you run the Océ Intra Logic application. The name of a personal scan profile is the network user name of the owner. Use the following table if your digital document includes special requirements.

[41]

Property	Description
Format	■ Select the **TIFF** format, if you require a general format, compatible with a range of graphical applications. Remember that a TIFF file can be large in size. ■ Select the **PDF** format, if you require a format compatible with the Acrobat applications. A PDF file is a file with compressed graphics and text. This format matches all print systems and is common in the Internet environment.

Property	Description
Resolution	■ Select **300 dpi** to view or archive the generated digital document. ■ Select **600 dpi** to print or edit the generated digital document. **Note:** *If required, you can overwrite the resolution for your scan job* *'Change the scan resolution for the digital document' on page 147*.
Compression mode	■ Select **CCITT.T4 (Group 3 1D Modified Huffman)** to process the file in a graphical environment. ■ Select **CCITT.T6 (Group 4 2D)** for archive or data network (fax) purposes.

Use the automatic document feeder to scan

Simple scanning

Introduction

Use the automatic document feeder to scan your documents in a quick and easy way. When you insert the originals, the automatic document feeder detects their dimensions. The same page size will be selected for your digital document.

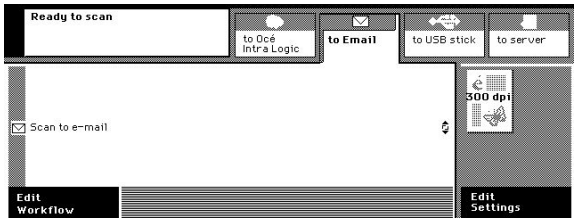
The following procedure describes a simple copy job. You can change the default settings if your scan job includes special properties *'The scan settings'* on page 178.

Before you begin

- Examine your originals to be sure that the automatic document feeder can handle the originals *'Your originals'* on page 44.
- If the originals are different sizes or types, use the Assemble jobs wizard to enter the settings *'Your originals'* on page 44.
- You may be asked to identify or insert coins or a credit card before you can start the jobs *'Need PIN coins or a credit card'* on page 39.

How to use the automatic document feeder to scan

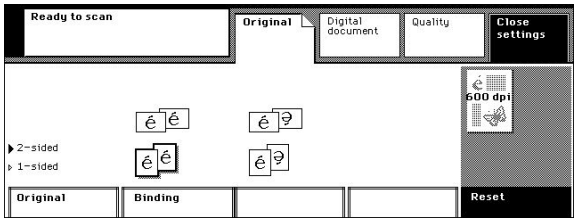
1. Place and align the originals face down in the automatic document feeder *'Insert originals in the automatic document feeder'* on page 47.
2. Press the 'Scan' key.
3. Select a destination for your digital document ('to Océ Intra Logic', 'to Email', 'to USB stick', 'to server') *'The destination for the digital document'* on page 123.



[114] Select a destination for the digital document

4. Use the scroll wheel to select a scan profile, if necessary *'The scan profiles'* on page 125.
5. Press the 'Edit settings' key or press the scroll wheel key.

6. Select '1-sided' or '2-sided' in the 'Original' box.



[115] Change the settings for your scan job

7. Press the Start key ◇.

Note: *You may be asked to enter one or more job codes.*

Use the automatic document feeder to create an enlarged or reduced digital document

Introduction

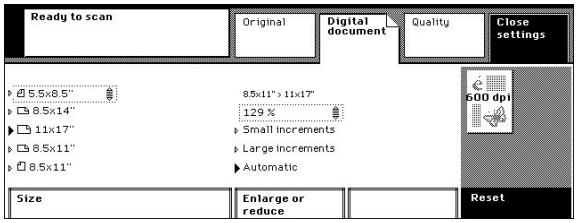
If you want to enlarge or reduce your digital document, you only need to select the required page size for the digital document. An appropriate reduction or enlargement will be selected automatically. The enlarged or reduced image will be aligned in the center of the page.

[42]

Zoom direction	Location of image on the page

How to use the automatic document feeder to create an enlarged or reduced digital document

1. Place and align the originals face down in the automatic document feeder *'Insert originals in the automatic document feeder'* on page 47.
2. Press the 'Scan' key.
3. Select a destination for your digital document ('to Océ Intra Logic', 'to Email', 'to USB stick', 'to server') *'The destination for the digital document'* on page 123.
4. Use the scroll wheel to select a scan profile, if necessary *'The scan profiles'* on page 125.
5. Press the 'Edit settings' key or press the scroll wheel key.
6. Select '1-sided' or '2-sided' in the 'Original' box.
7. Press the 'Digital document' key.
8. Select the required page size and orientation in the 'Size' box.
   Check that the orientation matches the feed direction of the originals. The enlargement or reduction is adjusted automatically.



[118] Select the page size for your digital document

9. Press the start key.

Note: *You may be asked to enter one or more job codes.*

Use the platen to scan

Scan from the platen

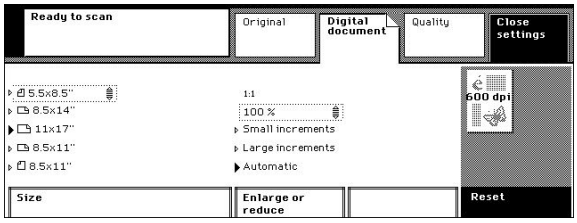
Introduction

The platen is the location used to place originals that the automatic document feeder cannot handle *'Your originals'* on page 44. The platen cannot detect the dimensions of your original.

You only have to adjust the page size if the size of the original is not A4/Letter 8.5x11.

How to scan an original from the platen

1. Place and align the originals face down on the platen *'Place an original on the platen'* on page 49.
2. Press the 'Scan' key.
3. Select a destination for your digital document ('to Océ Intra Logic', 'to Email', 'to USB stick', 'to server') *'The destination for the digital document'* on page 123.
4. Use the scroll wheel to select a scan profile, if necessary *'The scan profiles'* on page 125.
5. Press the 'Edit settings' key or press the scroll wheel key.
6. Select '1-sided' in the 'Original' box.
7. Press the 'Digital document' key.
8. Select the size and orientation in the 'Size' box.
   Check that the orientation matches the location of the original on the platen.



[119] Select the page size for the digital document

9. Press the start key.

Note: *You may be asked to enter one or more job codes.*

10. Do not forget to remove the original from the platen.

Use the platen to create an enlarged or reduced digital document

Introduction

The platen is the location where you place one original that the automatic document feeder cannot handle. The platen cannot detect the dimensions of your original. When you want to enlarge or reduce your digital document, you must select the page size and the reduction or enlargement. The scanned image is aligned against the right-upper corner of the page.

[43]

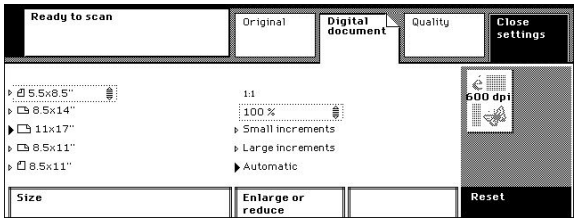
Zoom direction	Location of image on the page

Before you begin

First make a test copy to check your scan settings. Make sure that the settings do not result in the loss of image information or gray borders.

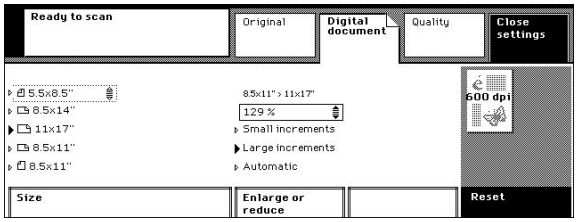
How to create an enlarged or reduced digital document from the platen

1. Place and align the originals face down on the platen *'Place an original on the platen'* on page 49.
2. Press the 'Scan' key.
3. Select a destination for your digital document ('to Océ Intra Logic', 'to Email', 'to USB stick', 'to server') *'The destination for the digital document'* on page 123.
4. Use the scroll wheel to select a scan profile, if necessary *'The scan profiles'* on page 125.
5. Press the 'Edit settings' key or press the scroll wheel key.
6. Select '1-sided' in the 'Original' box.
7. Press the 'Digital document' key.
8. Select the required page size and orientation in the 'Size' box.
   Check that the orientation of the page size matches the location of the original on the platen.



[122] Select the page size

9. Select 'Large increments' in the 'Enlarge or reduce' box.



[123] Adjust the enlargement and reduction

10. Use the scroll wheel to select the needed enlargement or reduction.
11. Press the Start key.

Note: *You may be asked to enter one or more job codes.*

12. Do not forget to remove the original from the platen.

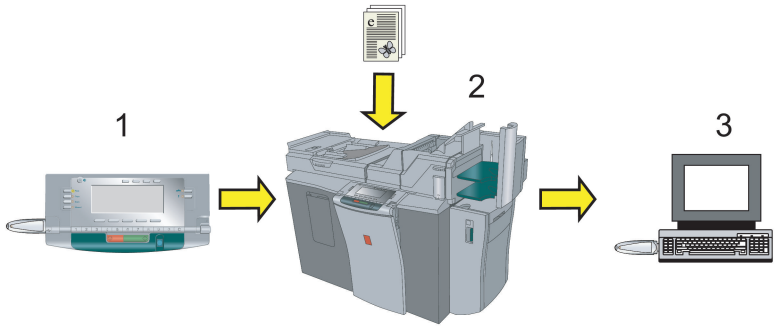
Scan to your USB stick

The ease of scanning to your USB stick

Why scan to your USB stick

You can scan your documents to a USB stick (Pocket mailbox) *'Scan to your USB stick'* on page 135. You do not need to retrieve the digital documents from a server or your Email application. All you have to do is retrieve them from your USB stick, regardless of where you are.

How does scanning to your USB stick work?



[44]

Step	Description
1	You insert the USB stick into the USB port of the Océ VarioPrint® 2062/75 .
2	You place the originals in the automatic document feeder or on the platen. You press the 'to USB stick' key and start scanning.
3	The digital document is stored as PDF file on your USB stick. You can read the file on your computer.

Protect your scanned documents

Your scanned documents that you put on your USB stick can contain confidential information. You can protect your scanned documents with a password. The persons who want to read the document must know the password .

User questions

[45]

Question	Answer
Which format will my scanned digital document get	Your digital document will have the PDF format.
Which resolution will be used when I scan to USB	Your digital document will be scanned at 300 dpi, but you can change this resolution if you want.
Can I change the scan settings for the digital document	All scan settings are available when you scan your document to a USB stick.
Do I need to select a scan profile	You do not have to select a scan profile when you scan to USB.
Can I create encrypted files	You can protect your generated PDF file with a password. You must know the password to read the PDF file.

Scan to your USB stick

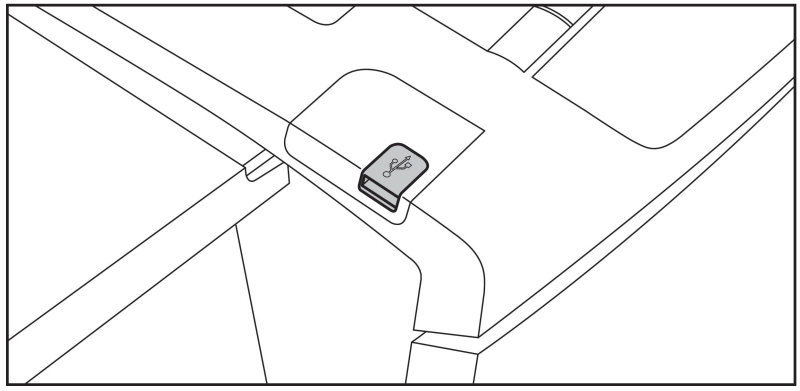
Introduction

You can store your scanned digital document on a USB stick connected to the USB port of the Océ VarioPrint® 2062/75 .

When you put the USB stick in the port, you see the directory structure of your USB stick. You can first open a directory to scan the documents to this directory.

[46]

Pocket mailbox symbols	Description
🗀	Directory. Select the directory and press the 'Open directory' key.
🗋	Printable or scanned document.
🗋	Already printed document.

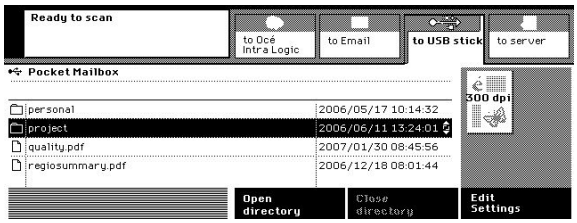


[125] The USB port

How to scan to your USB stick

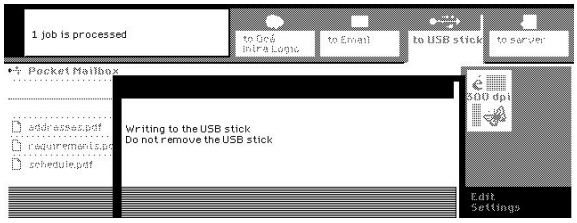
1. Place and align the originals face down.
2. Press the 'Scan' key.
3. Insert the USB stick into the USB port.
4. Press the 'to USB stick' key .

5. Use the scroll wheel and the 'Open directory' key to go to the directory in which you want to store your documents.



[126] The directory to which you want to scan your documents

6. Press the 'Edit settings' key or press the scroll wheel key.
7. Select '1-sided' or '2-sided' in the 'Original' box.
8. Press the Start key .



[127] The document is written to the USB stick

9. Remove the USB stick, when indicated.

Scan-to-Email

The ease of scan-to-email

How does scan-to-email work

You can scan your documents to an Email address. You simply scan your documents and the digital document is sent as an attachment.

To whom can I send my scanned documents

Your company or department decides how you can use scan-to-email.

[47]

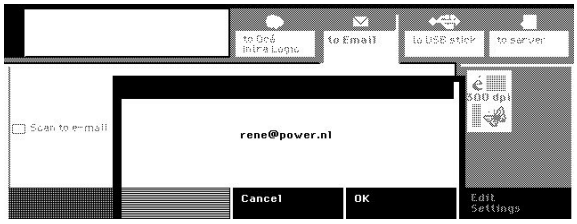
How can scan-to-email be installed	Description
Scan-to-email to my address	You can only send scanned documents to your own Email address. You may be asked to enter an identification code *'Scan-to-email without using a keyboard'* on page 140.
Scan-to-email not only to my address	You can send the scanned document not only to your own Email address. You can add more addresses. The System administrator decides to which Email addresses you can send the Emails *'Scan-to-email using a keyboard'* on page 142. **Note:** *Your machine must have a keyboard to enter the addresses.*

Identify yourself

When you want to use scan-to-email the system needs to know who you are. Before the scanning starts, you are asked to enter an identification code or a user name when the system does not know who you are. When you are already logged in using the keyboard, you will not be asked for an identification code.

If your machine reads data from a central server that stores the contact information of employees, identification codes are used. If necessary, ask the Key operator or System administrator what your identification code is.

[128] Enter your identification code



[129] Confirm your Email address

Protect your scanned documents

Your scanned documents that you send by Email can contain confidential information. You can protect your scanned documents with a password. The persons who want to read the document, must know the password *'Create a password-protected PDF file'* on page 146.

User questions

[48]

Question	Answer
Which format will my scanned digital document get	Your digital document will have the PDF format.
Which resolution will be used when I scan to Email	Your digital document will be scanned at 300 dpi, but you can change this resolution if you want.
Can I change the scan settings for the digital document	All settings are available to scan your document to your Email address.
Do I need to select a scan profile	You do not have to select a scan profile when you scan to your Email address.

Question	Answer
Can I add information in a Cc and Subject field	Yes, when a keyboard is installed, you can enter this information.
Which Email address is used as sender	The data server stores Email addresses together with identification data. The System administrator maintains the data server. You own Email address is used as the sender address. You cannot change this Email address.

Scan-to-email without using a keyboard

Introduction

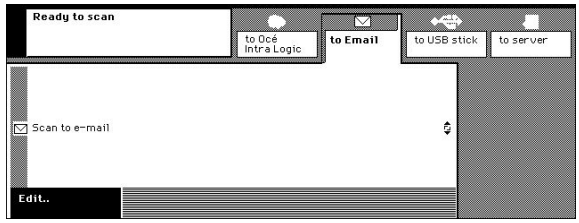
The possibilities of the scan-to-email function depend on the system you have. When your machine has no keyboard, you can send your scanned documents to your own Email address.

You need to enter your identification code to scan to your Email address. When the identification code is correct, your Email address is displayed and you can start scanning. When the identification has failed, you receive a message. Then call the Key operator or System administrator.

The possibilities of the scan-to-email function depend on the system you have. When your machine has a keyboard, you can send your scanned documents not only to your own Email address.

How to mail scanned documents without using a keyboard

1. Place and align the originals face down in the automatic document feeder.
2. Press the 'Scan' key.
3. Press the 'to Email' key .



[130] Press the 'to Email' key

4. Press the 'Edit settings' key or press the scroll wheel key.
5. Select '1-sided' or '2-sided' in the 'Original' box.
6. Press the Start key .
7. Use the numeric keys to enter your identification code.

[131] Identify yourself

8. Press the 'OK' key to confirm your identification code.

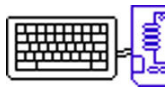
9. Press the 'OK' key to confirm your Email address.

[132] Your Email address is displayed

Scan-to-email using a keyboard

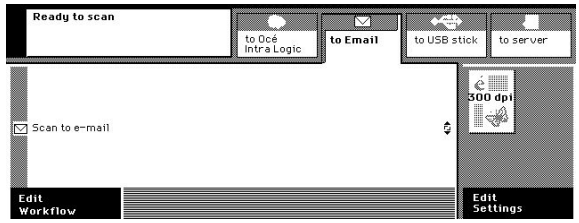
Introduction

The possibilities of the scan-to-email function depend on the system you have. When your machine has a keyboard, you can type the Email recipients.
The System administrator decides to whom you can send your scanned documents. Your system can, for example, allow you to send your scanned documents to all the recipients you want. But you can also be restricted to send scanned documents only to your own Email address.



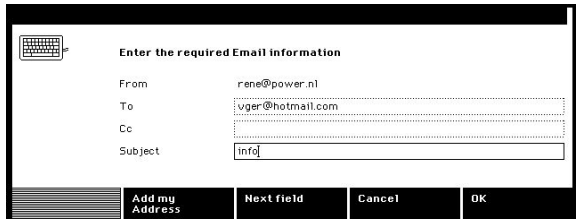
How to mail scanned documents using keyboard

1. Place and align the originals face down in the automatic document feeder.
2. Press the 'Scan' key.
3. Press the 'to Email' key .



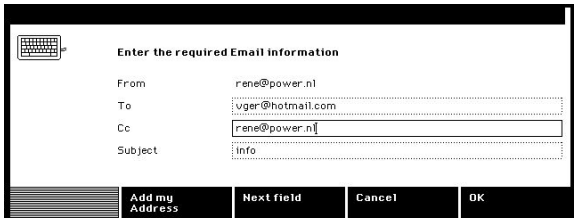
[134] Press the 'to Email' key

4. Press the 'Edit settings' key.
5. Select '1-sided' or '2-sided' in the 'Original' box.
6. Press the 'Edit workflow' key.
7. Use the keyboard to enter the information you want to use in the 'To', the 'Cc' and the 'Subject' field.



[135] Enter the Email information

8. Press the 'Add my address' key to include your own Email address in the address field.



[136] Put my address on the Cc list

9. Press the 'OK' key to confirm the Email settings.
10. Press the Start key ◇.

Note: *You may be asked to enter your identification code.*

Assemble jobs

Assemble separate scan job parts (Combined scan job)

Introduction

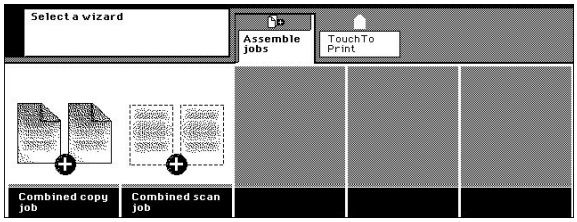
Use the 'Combined scan job' wizard to scan with separate job parts *'Your originals'* on page 44. The wizard explains step by step how to scan with separate job parts.

Before you begin

Examine your originals and create separate job parts.

How to assemble separate scan job parts

1. Press the 'Wizards' key.
2. Make sure the 'Assemble jobs' wizards are selected.
3. Select the 'Combined scan job' wizard.



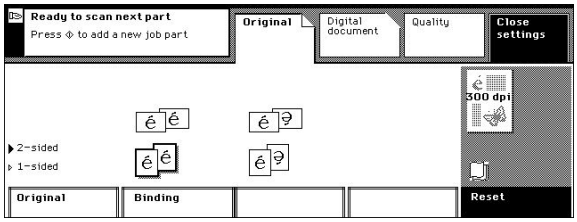
[137] The 'Combined scan job' wizard

4. Press 'Add'.

[138] The wizard has started

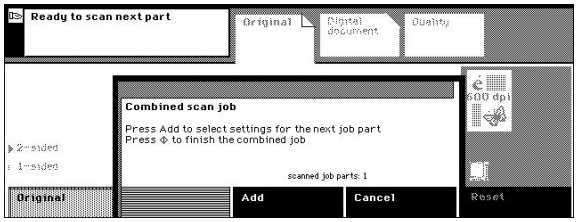
5. Place and align the originals of the first job part face down.
6. Indicate the destination for the combined scan job.
7. Press the 'Edit settings' key or press the scroll wheel key.
8. Enter the settings for the combined job.
9. Enter the settings for the first job part.
10. Press the Start key ◇ to start scanning of the first job part.
11. Press 'Add'.
12. Place and align the originals of the next job part face down.

13. Enter the settings for the next job part.



[139] Enter the settings for the next job part

14. Press the Start key ◇ to start scanning of the next job part.
15. Repeat steps 11, 12, 13 and 14 for each subsequent job part.
16. Press the Start key ◇ to indicate that the last job part is scanned. The combined scan job is started.



[140] All job parts are scanned. The combined job can be started

Change the default scan quality

Create a password-protected PDF file

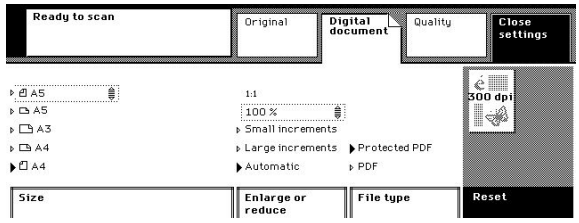
Introduction

When you want to protect your digital document against improper use, you can encrypt your PDF with a password (encryption key). You can only protect your PDF files with a password when you scan to Email or when you scan to your USB stick.

You must re-enter the password to view the PDF file.

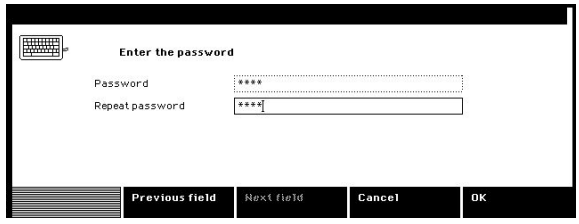
How to create a password-protected PDF file

1. Place and align the photo face down on the platen.
2. Press the 'Scan' key.
3. Select a destination for your digital document ('to Email', 'to USB stick').
4. Press the 'Edit settings' key or press the scroll wheel key.
5. Press the 'Digital document' key.
6. Press the 'File type' key to select 'Protected PDF'.



[141] Enter the PDF password

7. Press the Start key ◇.
8. Enter the password twice.



[142] Enter the PDF password

9. Press the 'OK' key to confirm the password.
10. Press the Start key ◇.

Change the scan resolution for the digital document

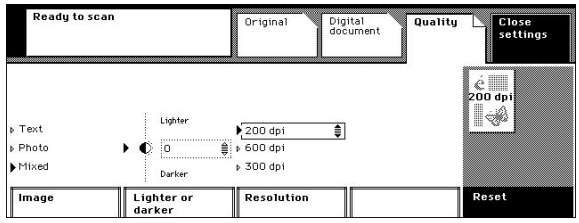
Introduction

When you want to scan with a special resolution, you can do the following.

- Select a scan profile that has the scan resolution you need. Each scan profile has a pre-defined scan resolution *'The scan profiles'* on page 125, or
- Select the needed resolution for the scan job. When you scan to server or to Océ Intra Logic, the resolution defined by the scan profile will be overwritten.

How to change the scan resolution

1. Place and align the photo face down on the platen.
2. Press the 'Scan' key.
3. Select a destination for your digital document ('to Océ Intra Logic', 'to Email', 'to USB stick', 'to server') *'The destination for the digital document'* on page 123.
4. Use the scroll wheel to select a scan profile, if necessary *'The scan profiles'* on page 125.
5. Press the 'Edit settings' key or press the scroll wheel key.
6. Press the 'Quality' key.
7. Use the 'Resolution' key to select the resolution you want. Use the scroll wheel to select the resolution in the resolution list.



[143] Select the resolution

8. Press the Start key.

Note: *You may be asked to enter one or more job codes.*

Improve the scan quality if the originals are text

Introduction

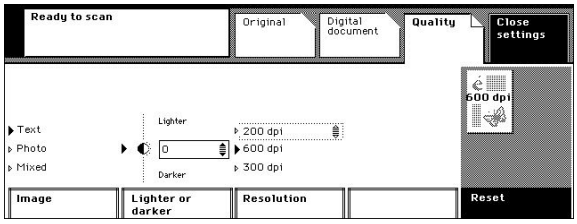
The Océ VarioPrint® 2062/75 can detect photos, rasters and fine lines on your originals. The best quality for your digital documents is selected. Therefore, you are advised to make a test copy before you change the quality settings.

Before you begin

First make a test copy to check your quality settings.

How to improve the scan quality if the originals are text

1. Place and align the originals face down in the automatic document feeder.
2. Press the 'Scan' key.
3. Select a destination for your digital document ('to Océ Intra Logic', 'to Email', 'to USB stick', 'to server') *'The destination for the digital document'* on page 123.
4. Use the scroll wheel to select a scan profile, if necessary *'The scan profiles'* on page 125.
5. Press the 'Edit settings' key or press the scroll wheel key.
6. Press the 'Quality' key.
7. Select 'Text' in the 'Image' box.
8. Use the scroll wheel to select a 'Lighter or darker' value from 2 down to -2.



[144] Select Text to improve the image quality

9. Press the Start key.

Note: *You may be asked to enter one or more job codes.*

Improve the scan quality if the original is a photo

Introduction

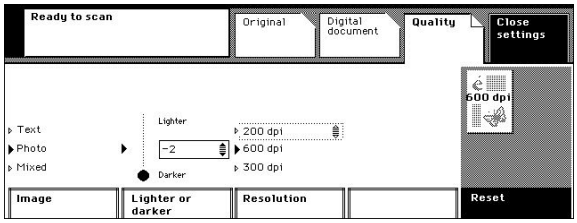
The Océ VarioPrint® 2062/75 can detect photos, rasters and fine lines on your originals. The best quality for your digital documents is selected. Therefore, you are advised to make a test copy before you change the quality settings.

Before you begin

First make a test copy to check your quality settings.

How to improve the scan quality if the original is a photo

1. Place and align the photo face down on the platen.
2. Press the 'Scan' key.
3. Select a destination for your digital document ('to Océ Intra Logic', 'to Email', 'to USB stick', 'to server') *'The destination for the digital document'* on page 123.
4. Use the scroll wheel to select a scan profile, if necessary *'The scan profiles'* on page 125.
5. Press the 'Edit settings' key or press the scroll wheel key.
6. Select '1-sided' in the 'Original' box.
7. Press the 'Quality' key.
8. Select 'Photo' in the 'Image' box.
9. Use the scroll wheel to select a 'Lighter or darker' value from 2 down to -2.



[145] Select Photo to improve the image quality

10. Press the Start key.

Note: *You may be asked to enter one or more job codes.*

11. Do not forget to remove the original from the platen.

Stop scanning

Stop a scan job

Introduction

You can stop the scan job, for example when you notice that the originals are not correct. When the scanning of the originals has finished the digital document is created and sent away. These processes normally go very fast.

Note: *When an error occurs and the digital documents are not sent away, you can press the Stop key to delete all scanned documents stored in the machine memory.*

How to stop a scan job

[49]

If you want to	Then
Stop the scanning of originals	Press the 'Cancel job' key.

Chapter 9
Paper, staples and toner

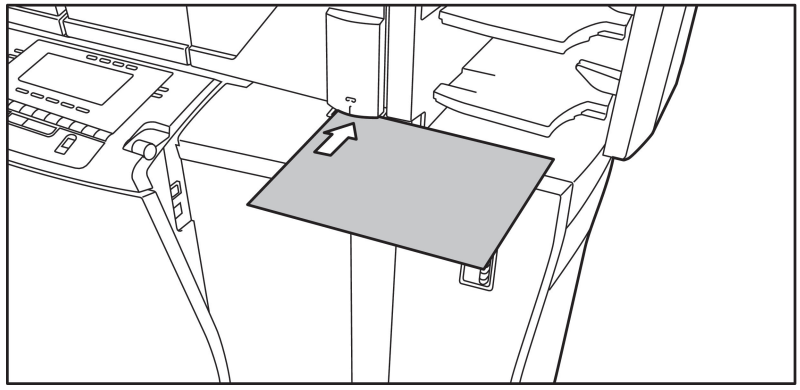
Staples in your finished sets

When does the Océ VarioPrint® 2062/75 staple your sets

The Océ VarioPrint® 2062/75 staples your sets when:

- you indicated in the printer driver or on the operator panel that you wanted stapled sets, and
- your job uses A4/Letter 8.5x11 paper, and
- your job uses not more than 50 sheets per set, and
- your job uses the finisher.

Staple the sets yourself



[146] Staple manually

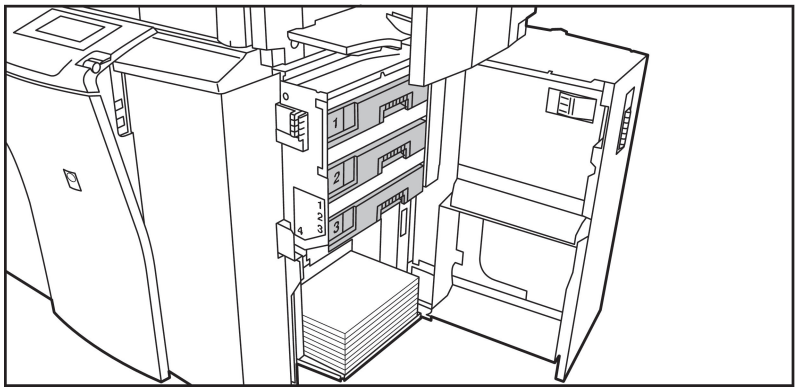
The Océ VarioPrint® 2062/75 has a stapler to staple the sets yourself, for example if you have used A3/Tabloid 11x17 paper. You can even staple your sets when the machine is busy. Do not staple more than 50 sheets at a time.

Add paper to paper tray 4

Introduction

You can access the paper trays when you open the paper-compartment door. The number of each tray is displayed on the paper trays. The jobs that need A4/Letter 8.5x11 sized paper, fetch paper from paper tray 4, unless you have selected an other paper tray.

You can check the paper supply when you press the Status and system key .



[147] The four paper trays

When to do

Add new paper when:

- A message is displayed, to indicate that paper tray 4 is empty.
- There is not enough paper for a large job.

Before you begin

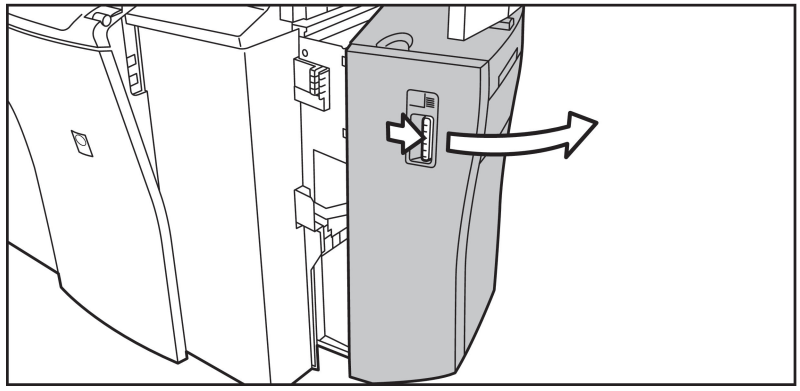
Check the paper to be sure it is according to the specifications *'Input trays and output bins'* on page 185.

Attention: The outer sheets and the edges of the sheets in a pack of paper can be contaminated with glue from the wrapping. Do not use the contaminated sheets. If the glue enters the processing section, the drum will become dirty. You will require assistance from Océ Service.

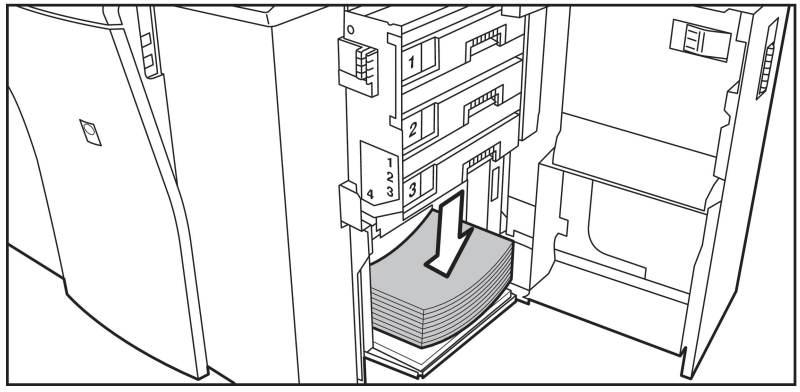
Note: *The key operator can lock the paper-compartment door.*

How to add paper to paper tray 4

1. Open the paper-compartment door.



   Paper tray 4 moves down.
2. Take the paper from the pack.
3. Remove the top sheet and the bottom sheet.
4. Grip the pack of paper, at the two short sides, and bend the paper.
5. Place the new stack of paper on top of the stack of paper in long-edge direction.



6. Use the correct feed direction for labeled or punched paper.

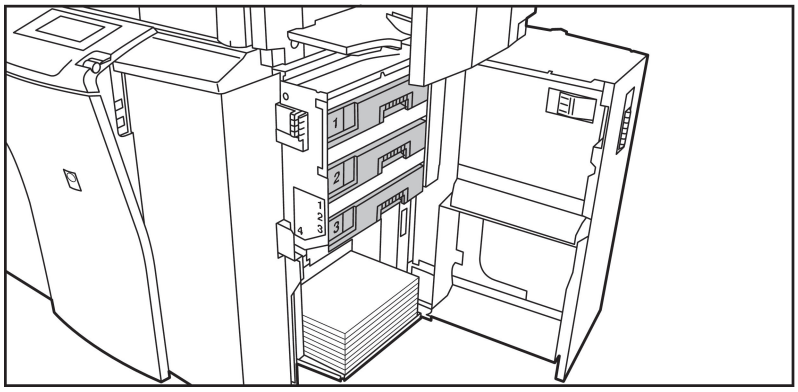
7. Close the paper-compartment door.
   The paper tray moves up automatically.

Add paper to paper tray 1, 2 and 3

Introduction

You can access the paper trays when you open the paper-compartment door. The number of each paper tray is displayed on the paper trays.

Océ Service configures the paper size that can be used in paper tray 2 and 3. You can use paper tray 1 for A3/Tabloid 11x17, A4/Letter 8.5x11 and A5/Us Std 5.5x8.5 paper sizes.



[151] The four paper trays

Make sure that you place the paper or special material correctly when you use labeled or punched paper.

When to do

Add new paper or special material when:

- A message is displayed, to indicate that a paper tray is empty.
- There is not enough paper for a large job.
- You need special material for your job and it is not loaded in one of the paper trays.

Before you begin

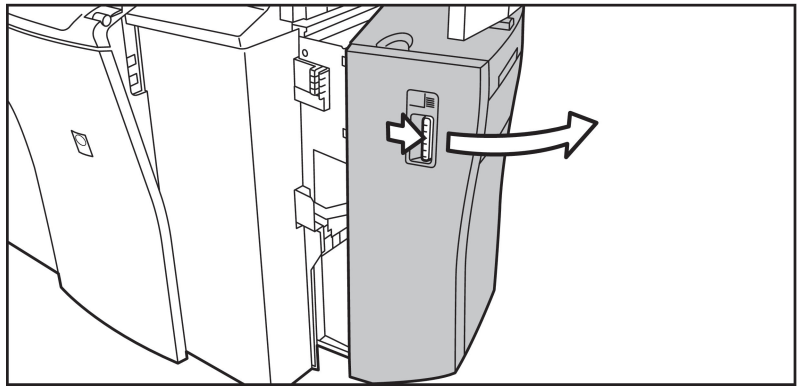
Check the paper to be sure it is according to the specifications *'Input trays and output bins'* on page 185.

Attention: The outer sheets and the edges of the sheets in a pack of paper can be contaminated with glue from the wrapping. Do not use the contaminated sheets. If the glue enters the processing section, the drum will become dirty. You will require assistance from Océ Service.

Note: *The key operator can lock the paper-compartment door.*

How to add paper to paper tray 1, 2 or 3

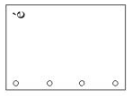
1. Open the paper-compartment door.



2. Pull out the empty paper tray.
3. Take the paper from the pack.
4. Remove the top sheet and the bottom sheet.
5. Grip the pack of paper, at the two short sides, and bend the paper.
6. Place the new stack of paper on the top of the stack of paper.
7. Use the correct feed direction for labeled or punched paper.

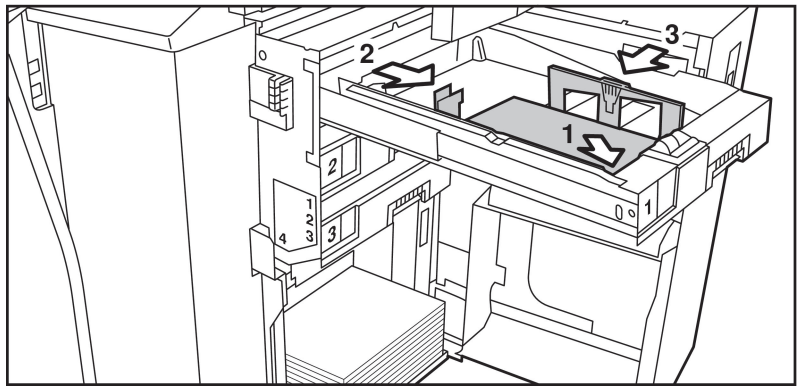
[153] Long-edge feed direction

or



[154] Short-edge feed direction

8. Slide the two guides, in three steps, against the sides of the paper.



9. Slide the tray back in position.
10. Close the paper-compartment door.

Insert material into the special feeder

Introduction

Use the special feeder when the paper trays cannot handle the material. The special feeder accepts one sheet at a time.

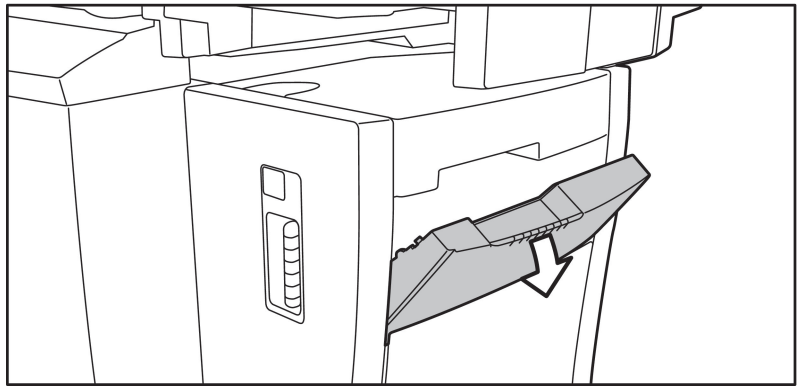
Note: *The Key operator can decide to disable the special feeder.*

Before you begin

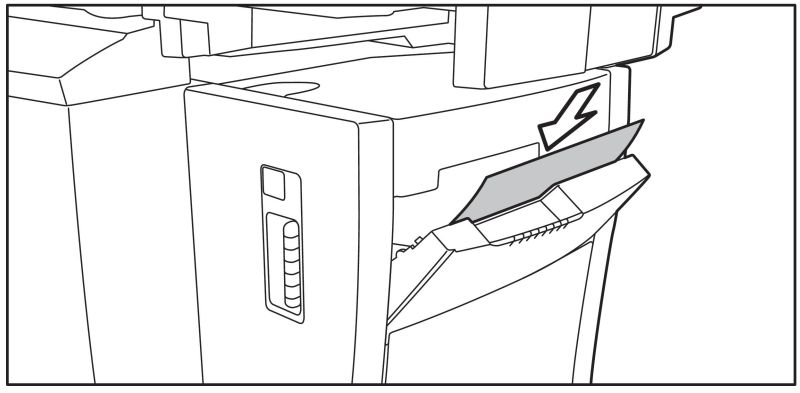
Check the paper to be sure it is according to the specifications *'Input trays and output bins'* on page 185.

How to insert material into the special feeder

1. Pull down the special feeder.
   Use the notched grip.



2. Insert one sheet of special material into the special feeder.



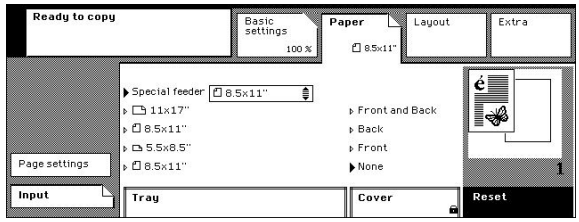
3. Use the correct feed direction for labeled or punched material.

[158] Long-edge feed direction

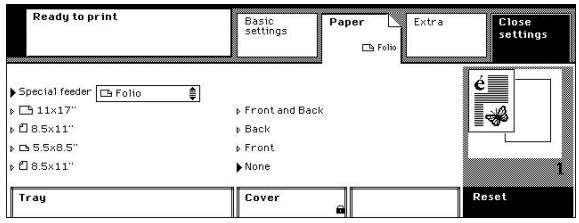
or

[159] Short-edge feed direction

4. Press the 'Paper' key to select the paper size.



[160] Select the sheet size for a copy job



[161] Select the sheet size for a print job

5. Close the special tray after the jobs using the special tray are complete.

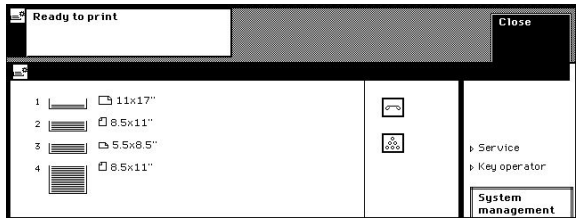
Check the toner, paper and staple supply

Introduction

You can check the supply of paper on the display screen. You get a message if the toner level is low or the staple cartridge is empty. The Key operator is responsible for adding toner and staples.

How to check the supplies

1. Select the Status and system key .
2. The display shows the supplies.



[162] The paper supply in the paper trays.

[50] The toner and staple supply

Symbol	Description
	The staple cartridge is almost empty
	The staple cartridge contains enough staples
	The toner reservoir is almost empty
	The toner reservoir contains enough toner

3. Press the 'Close' key to return to the settings.

Chapter 10
Errors

Correcting Errors

Introduction

If an error occurs, the Océ VarioPrint® 2062/75 stops the job. The message box indicates that an error has occurred (⚠) and gives you information about the following items.

- The type of error.
- The origin of the error.
- The solution to the error.

The following table shows the types of errors that can occur.

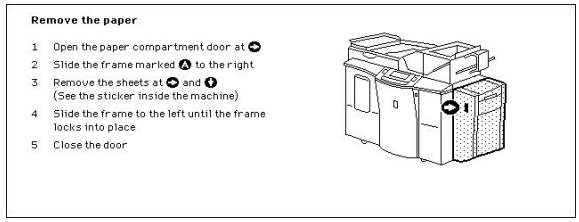
[51]

Errors	Examples
Errors that you can correct yourself	■ A paper jam. ■ A paper tray is empty. ■ There is not enough memory to complete the job.
Errors that the system can recover itself	The system can solve some errors, for example through a restart of the system.
Errors that the Key operator or the System administrator can recover	■ A paper jam in a machine unit to which you do not have access. ■ The toner is used up or the staple cartridge is empty. ■ You cannot start a job because your user account is not listed in the accounts database. ■ A clock synchronization error occurs. ■ You cannot start a job, because your identification code, your login information or PIN seems not to be correct. ■ The job processing fails.
Errors that require an Océ Service call	Océ Service corrects the problems that the Key operator or the System administrator cannot recover. A message is displayed when Océ Service has been called.

How to correct an error yourself

1. Read the error message.

2. Follow the instructions.


Remove the paper
1 Open the paper compartment door at
2 Slide the frame marked A to the right
3 Remove the sheets at and
(See the sticker inside the machine)
4 Slide the frame to the left until the frame locks into place
5 Close the door

[163] Following Instructions

3. Continue or restart the job after the error has been corrected.

Note: *If the error is not recovered, call the Key Operator.*

Clear a paper jam

Introduction

The paper jams can occur in the following units of the Océ VarioPrint® 2062/75 .

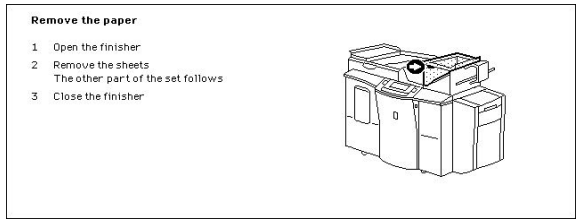
- Automatic document feeder.
- Finisher.
- Paper compartment.
- Processing unit.

To clear the paper jam, you need to remove the paper from the units. The message box gives instruction for clearing the paper jam. The notched grips of the doors and the covers that you must use are green. The instructions refer to the grips.

You can also be requested to call the Key operator when a paper jam occurs.

Clearing a paper jam

1. Read the error message.
2. Follow the instructions how to clear the paper jam.



[164] Clear the paper jam

3. Follow the instructions on how to resume the job.

Note: *If the error is not recovered, call the Key Operator.*

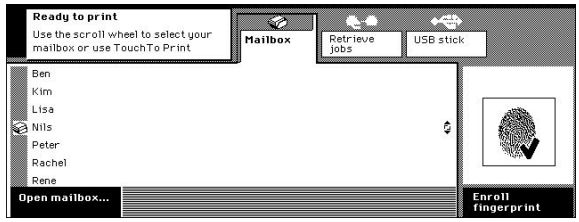
Appendix A
All settings

The print settings

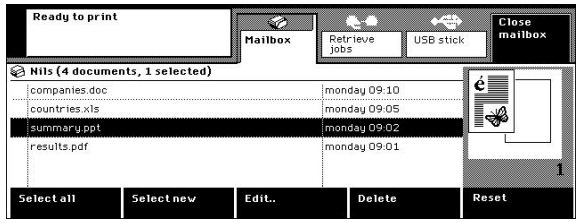
Introduction

Most properties for your print job are defined in the printer driver. However, you can decide to change some settings. Use the keys to select one of the mailbox functions or to go to the print settings.

'Mailbox' key



[165] Select the user



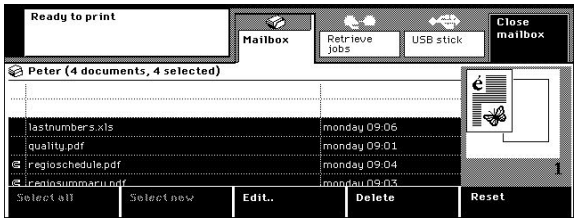
[166] Select the document

[52]

Key	Description
'User'	Press the key and use the scroll wheel to select your mailbox.
'Select all'	Press the key to select all available documents in the mailbox.
'Select new'	Press the key to select the documents that have not been printed.
'Delete'	Press the key to delete the selected documents from the mailbox.
'Edit settings'	Press the key to change the settings for the document.
'Close mailbox'	Press the key to close your mailbox.
'Open mailbox'	Press the key to open your mailbox.

'Retrieve jobs' key (Smart mailbox)

When you press the 'Retrieve jobs' key , all jobs that you had sent to any printer belonging to the Smart mailbox group are fetched. The settings available for the local mailbox jobs are also applicable to the mailbox jobs coming from other printers.

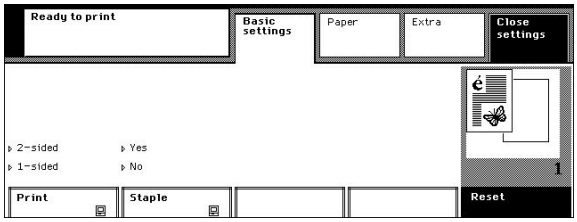


[167] Pressing the Fetch Jobs Key

'USB stick' key (Pocket mailbox)

When you press the 'USB stick' key , you can see the directory structure of the USB stick inserted into the USB port. Use the 'Open directory' and 'Close directory' key to go to the document you want to print.

'Basic settings' settings

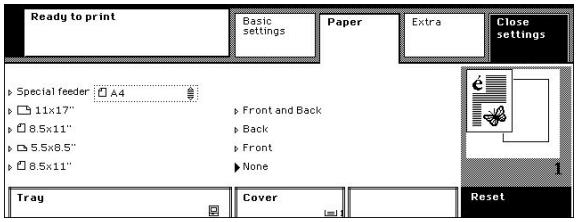


[53]

Function	Description of the function
'Print'	Definition of the printed sets: '1-sided' or '2-sided'.
'Staple'	The finisher staples on special conditions. Use the off-line stapler for the other finished sets.

The computer symbol refers to the 'As in document' setting in the printer driver.

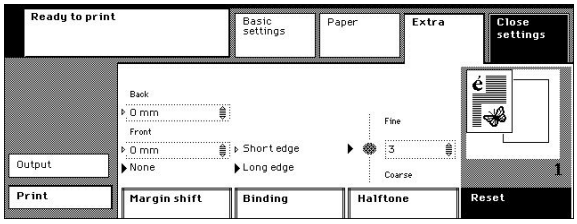
'Paper' settings



[54]

Function	Description of the function
'Tray'	The selected paper tray, is set through the Océ VarioPrint® 2062/75 printer driver settings. You can select another paper tray, if required. The 'Special feeder' setting allows you to use special material that is not suitable for the paper trays. When you use the special feeder, you must select the paper size of the special material. Additional to the standard sizes (A3/Tabloid 11x17, A4/Letter 8.5x11 and A5/Us Std 5.5x8.5), you can insert special paper sizes in the special feeder.
'Cover'	Definition of the covers for the printed sets. You can select a front or a rear cover for the printed sets. The 'Cover' function shows the paper tray that is used for the covers.

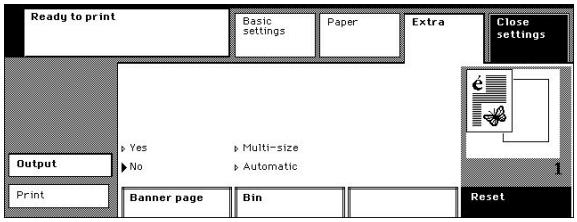
'Extra' settings



[55]

Function	Description of the function
'Margin shift'	The 'Margin shift' function allows you to change the margin shift for the front and rear pages. Scroll to set the margin shift from 25 down to - 25 mm. Check that the increased margin does not result in lost image information.
'Binding'	Definition of the binding of the printed sets: 'Long edge' or 'Short edge'.

Function	Description of the function
'Halftone'	The 'Halftone' setting allows you to adjust the tone of the gray areas in the image. Scroll to set the halftone from 5 down to 1.



[56]

Function	Description of the function
'Banner page'	Definition of the banner pages for the printed documents. When you select 'Banner page', you can add an extra front sheet to the print job. The banner page gives information about the job.
'Bin'	Indicates the output bin for the printed sets: 'Multi-size' or 'Automatic'. The value 'Automatic' is the default setting. The system selects the required output bin for the printed sets. Select 'Multi-size' when the finisher does not support the paper or special material.

'Reset' key

When you press the 'Reset' key, you return to the default printer driver settings. The default settings in the display screen of the Océ VarioPrint® 2062/75 are defined by Océ or by the Key Operator. The settings with a computer symbol 🖳 in the function name box refer to the 'As in document' selection in the Océ VarioPrint® 2062/75 printer driver.

'Close settings' key

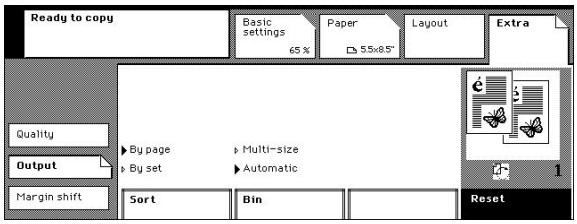
When you have changed your document settings and you press the 'Close settings' key, you return to your mailbox.

The copy settings

Introduction

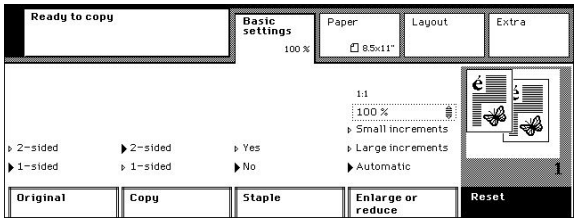
When you press the Basic, Paper, Layout and Extra keys you go to the copy job settings.

The Océ VarioPrint® 2062/75 has default settings which are defined by Océ or by the Key Operator. You can change the settings for the copy job. When you change one of the default settings, a dog-ear is displayed on the name box.



[172] The dog-ear is displayed to indicate the changed settings

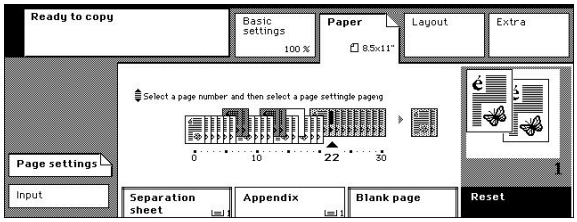
'Basic settings' settings



[57]

Function	Description of the function
'Original'	Definition of the original: '1-sided' or '2-sided'.
'Copy'	Definition of the copy: '1-sided' or '2-sided'.
'Staple'	You can staple the sets when the finisher is used to make the sets.
'Enlarge or reduce'	The value 'Automatic' is the default setting in the 'Enlarge or reduce' box. The Océ VarioPrint® 2062/75 calculates the ratio, according to your paper size settings, when you use the automatic document feeder. You must adjust the 'Enlarge or reduce' function if you need an enlarged or reduced copy from the platen. Select 'Large increments' to find one of the standard paper sizes. Select 'Small increments' to fine-tune. The current enlargement or reduction is displayed in the 'Basic settings' name box.

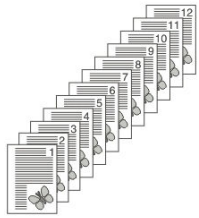
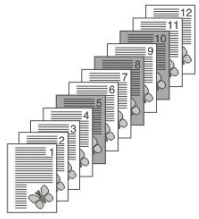
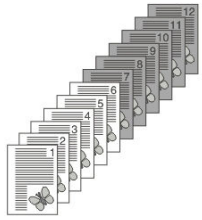
'Paper' settings, 'Page settings' tab



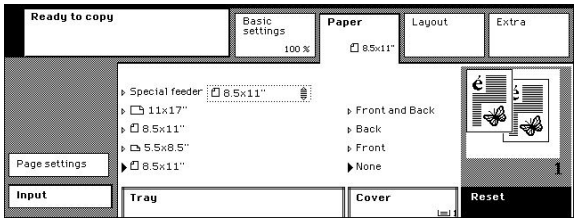
[58]

Function	Description of the function
'Separation sheet'	The 'Separation sheet' function enables the paper input from more than one paper tray for a job. Use the setting to insert, for example, colored sheets into the sets. If necessary, add new paper to the paper trays. The 'Separation sheet' function refers to one or more sheets in a set of originals, for which different paper must be used in the copies. Scroll to the required page numbers.
'Appendix'	The 'Appendix' function enables the paper input from more than one paper tray for one job. Use the setting to insert, for example, colored sheets into the sets. If necessary, add new paper to the paper trays. The 'Appendix' function refers to the first and the subsequent pages of a set of originals, for which different paper must be used in the copies. Scroll to the required page number. From that page number, all pages will be copied on the different paper.
'Blank page'	The 'Blank page' function refers to the pages in a set of originals that must remain blank. These pages are not copied and not charged to your user account. Scroll to the required page numbers.

[59] An example of a job in which the page settings are used

Set	Description
	A set of 1-sided originals.
	The copy result when page 5, 8 and 10 are assigned as separation sheets.
	The copy result when page 7 is assigned as the first page of the appendix.

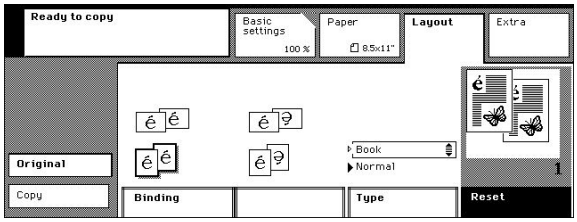
'Paper' settings, 'Input' tab



[60]

Function	Description of the function
'Tray'	When you place originals in the automatic document feeder, the selected paper tray is related to the dimensions of the originals. You can change the paper tray. If the orientation of the paper in the paper tray does not correspond the feed direction of the originals in the automatic document feeder, the Océ VarioPrint® 2062/75 rotates the image 90°. If rotation of the image occurs, a rotation symbol is displayed in the feedback box. The platen does not detect the dimensions of the original, so that the default setting (A4/Letter 8.5x11 from paper tray 4) is used, unless you change the paper tray. The 'Special feeder' setting allows you to use special material that the paper trays cannot handle. When you use the special feeder, you must select the paper size of the special material. Additional to the standard sizes (A3/Tabloid 11x17, A4/Letter 8.5x11 and A5/Us Std 5.5x8.5), you can insert special paper sizes in the special feeder.
'Cover'	Definition of the covers: You can select a front or rear cover for the copied sets. The 'Cover' function shows the paper tray that is used for the covers.

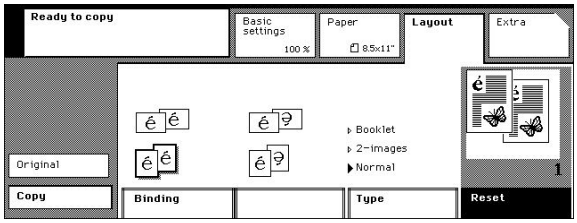
'Layout' settings, 'Original' tab



[61]

Function	Description of the function
'Binding'	The selected icon indicates the orientation and the binding edge of the originals. When the icon does not match your originals, select another icon. The Océ VarioPrint® 2062/75 passes the 'Original' binding and orientation on to the 'Copy' binding and orientation.
'Type'	To copy book pages or covers, use the 'Book' function. Both pages of an open book can be copied at the same time when you use the 'Book' function. If necessary, you can copy only the left or right page or cover. Scroll to select 'Left' or 'Right'.

'Layout' settings, 'Copy' tab

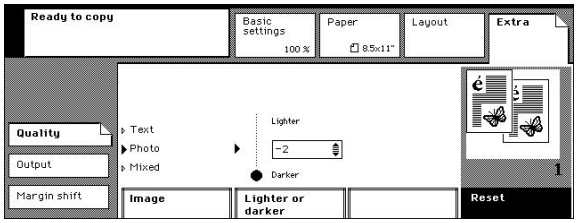


[62]

Function	Description of the function
'Binding'	The selected icon indicates the orientation and the binding edge for the copies. The Océ VarioPrint® 2062/75 passes the 'Original' binding and orientation on to the 'Copy' binding and orientation so that the binding not changes. When you want to change the binding, select another icon

Function	Description of the function
'Type'	The 'Booklet' function allows you to create a finished booklet. The properties of the booklet are defined by the feed direction, the selected paper size and the orientation of the information on the originals. Four images are printed, by default, on one sheet of paper. Some settings are disabled by the 'Booklet' setting. The '2-images' function allows you to copy two original pages on one side.

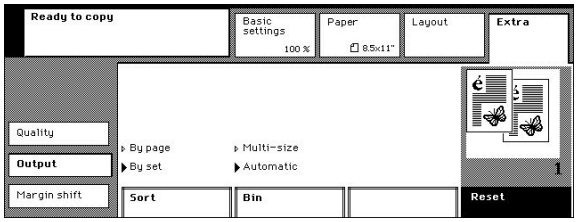
'Extra' settings, 'Quality' tab



[63]

Function	Description of the function
'Image'	To improve the image quality, you can do the following tasks: Select 'Photo', when the originals contain extensive photos. Select 'Text', when the originals are mainly text. The value 'Mixed' is the default setting.
'Lighter or darker'	Use the 'Lighter or darker' function, to change the brightness of the images. Scroll to the required value.

'Extra' settings, 'Output' tab



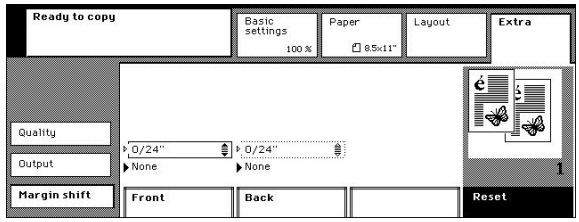
[64]

Function	Description of the function
'Sort'	The 'Sort' allows you to get your copies sorted by page. Then each set of copies represents one scanned 1-sided or 2-sided original. By default, the output is sorted by set. Then each set of copies represents the original set of originals. See the following table how the copies can be sorted.
'Bin'	Indicates the output bin for the printed sets: 'Multi-size' or 'Automatic'. The value 'Automatic' is the default setting. The system selects the required output bin for the paper. Select 'Multi-size' when the finisher does not support the copy material.

[65] Sort by Set or Sort by Page

	Description
	The set of originals
	The copies, sorted by set
	The copies, sorted by page

'Extra' settings, 'Margin shift' tab



[66]

Function	Description of the function
'Margin shift'	The 'Margin shift' function allows you to change the default margin settings for the front and rear pages from + 25 mm down to - 25 mm. Check that the increased margins do not result in lost image information.

'Reset' key

When you press the 'Reset' key, you return to the default copy settings.

The scan settings

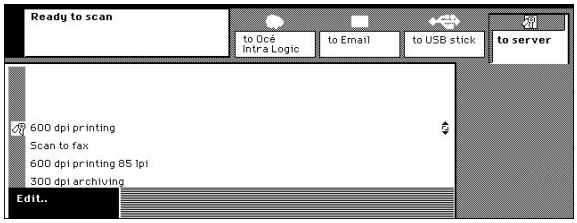
Introduction

Before you can select the properties of the digital document, you must select a destination for your digital document.

You can press the Original, Digital document and Quality keys to change the scan job settings.

The Océ VarioPrint® 2062/75 has default settings which are defined by Océ or by the Key Operator.

Destination keys



[187] The destinations for the digital document

[67]

Destination	Description
'to Océ Intra Logic'	The digital document is sent to a directory on the Intra Logic scan server. You can retrieve the file through the Océ Intra Logic application.
'to Email'	The digital document is sent as an attachment to an Email address. It depends on the configuration of your system to which address you are allowed to send your digital documents.
'to USB stick'	The digital document is stored on a USB stick, inserted in the USB port of the Océ VarioPrint® 2062/75 .
'to server'	The digital document is sent to a directory on a scan server.

'to USB stick' key (Pocket mailbox)

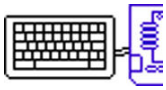
When you press the 'USB stick' key , you can see the directory structure of the USB stick inserted into the USB port. Use the 'Open directory' and 'Close directory' key to navigate to the directory to which you want to scan.

'Edit settings' key

Press the 'Edit settings' key to go to change the settings for the digital document.

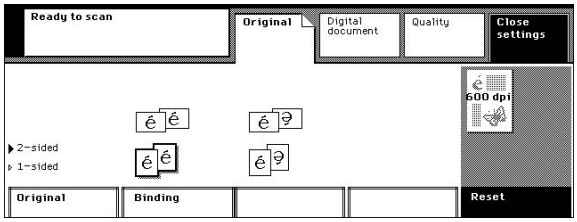
'Edit workflow' key

Press the 'Edit workflow' key to go to the Email settings for the scan-to-email job.



Note: *You can only enter Email information when a keyboard is installed.*

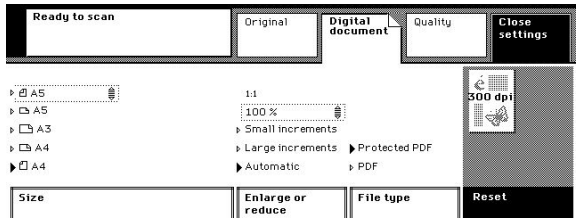
'Original' settings



[68]

Function	Description of the function
'Original'	Definition of the original: '1-sided' or '2-sided'.
'Binding'	The icons show the orientation and the binding of the originals. You can change the 'Binding' setting, when the icon does not match the originals.

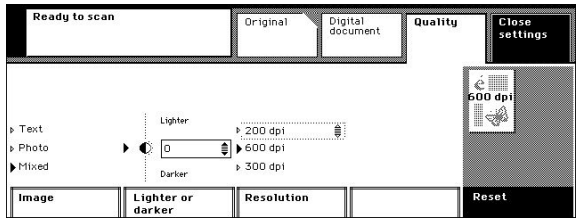
'Digital document' settings



[69]

Function	Description of the function
'Size'	The selected 'Size' for the digital document matches the information scanned by the automatic document feeder. Make sure that the orientation of the selected page size matches the feed direction of the originals. The platen does not detect the dimensions of the originals, so the default size setting does not change.
'Enlarge or reduce'	The value 'Automatic' is the default setting in the 'Enlarge or reduce' box. The Océ VarioPrint® 2062/75 calculates the ratio, according to your page size settings, when you use the automatic document feeder. You must adjust the 'Enlarge or reduce' function manually if you need an enlarged or reduced scan from the platen. Select 'Large increments' to find one of the standard page sizes. Select 'Small increments' to fine-tune.
'File type'	To protect your digital document against improper use, you can encrypt your PDF with a password (encryption key). You can only protect your PDF files with a password when you scan to Email or when you scan to your USB stick. Select 'Protected PDF' when you want a protected PDF file.

'Quality' settings



[70]

Function	Description of the function
'Image'	To improve the image quality, you can do the following tasks: Select 'Photo', when the originals contain extensive photos. Select 'Text', when the originals are mainly text. The value 'Mixed' is the default setting.
'Lighter or darker'	Use the 'Lighter or darker' function, to change the brightness of the images.
'Resolution'	The 'Automatic' value is the default setting in the 'Resolution' box. When you scan to server, the Océ VarioPrint® 2062/75 uses the resolution as defined in the selected scan profile. When you scan to USB or to your email address, your document will be scanned at 300 dpi. Change the resolution if you want to use a different value. The selected resolution replaces the pre-set resolution.

'Reset' key

If you press the 'Reset' key, you return to the default scan settings.

Appendix B
Specifications

Product Specifications

[71]

Feature	Specification
Process	Organic photo conductor Océ Copy Press technology Océ Image Logic Océ Finisher control 600 dpi LED digital copying
Scan speed	Océ VarioPrint® 2062: 52 pages / minute Océ VarioPrint® 2075: 54 pages / minute
Print speed	Océ VarioPrint® 2062: 62 A4/Letter 8.5x11 pages / minute, 1-sided or 2-sided Océ VarioPrint® 2075: 72 A4/Letter 8.5x11 pages / minute, 1-sided or 2-sided
Resolution	Scan: 300 x 400 dpi Print: 600 x 600 dpi
Warm-up time	8 minutes
Machine memory	128 Mb minimum
Zoom	25% minimum 400% maximum

Input Trays and Output Bins

Specifications for paper tray 1, 2 and 3

[72]

Sheet capacity (80 g/m2)	Media sizes Europe	Media sizes USA	Weight
500	A3 (Only for paper tray 1 and 2) A4 A5 Commercial Folio Foolscap Quarto	Tabloid 11x17 (Only for paper tray 1 and 2) Legal 8.5x13 Legal 8.5x14 Legal Gov 8.5x12 Letter Gov 8.5x10 Letter 8.5x11 US-Gov 8x10.5 US-Std 5.5x8.5	60 - 170 g/m2

Remember that:

- You can use perforated paper in the trays, with a maximum of 5 holes.
- You can use the 120 - 170 g/m² paper as covers or as a single sheet for a job with only 1 set.
- The machine is configured for Europe or USA paper sizes.
- Paper tray 1 is adjustable by the user.
  Paper tray 2 and 3 are adjustable by Océ Service.
- Refer to the media specifications for more information about media formats and sizes *'Media'* on page 189.

Specifications for tray 4

[73]

Sheet capacity (80 g/m2)	Media sizes Europe	Media sizes USA	Weight
2200	A4	Letter 8.5x11	60 -120 g/m2

Remember that:

- You can use perforated paper in the tray, with a maximum of 5 holes.
- The machine is configured for Europe or USA paper sizes.
- Refer to the media specifications for more information about media formats and sizes *'Media'* on page 189.

Specifications for special feeder

[74]

Sheet capacity	Media sizes Europe	Media sizes USA	Weight
1	A4 (SEF and LEF) Folio Foolscap A3	Letter 8.5x11 (SEF and LEF) Legal 8.5x13 Legal 8.5x14 Tabloid 11x17	50 -200 g/m2

Remember that:

- You can use perforated paper in the special feeder.
- The machine is configured for Europe or USA paper sizes.
- You can use printed paper in the special feeder if the correct ink is used. Contact your local Océ organization for the ink specifications.

Specifications for the output bin

[75]

Output	Capacity (80 g/m2)	Media sizes Europe	Media sizes USA	Weight
Upper finisher bin	850 no staple	A4	Letter 8.5x11	75 - 170 g/m2
	120 stapled, 2 sheets / set			
Lower finisher bin	1150 no staple	A4	Letter 8.5x11	75 - 170 g/m2
	120 stapled, 2 sheets / set			
Multi-size bin	450 minimum	A5 minimum A3 maximum	US Std 5.5x8.5 minimum Tabloid 11x17 maximum	75 - 170 g/m2
Error bin		A5 minimum A3 maximum	US Std 5.5x8.5 minimum Tabloid 11x17 maximum	75 - 170 g/m2

Output	Capacity (80 g/m2)	Media sizes Europe	Media sizes USA	Weight
Stapler	50 sheets	A4	Letter 8.5x11	80 g/m2 maximum
	35 sheets	A4	Letter 8.5x11	80 -120 g/m2

Remember that:

- The recommended capacity, size and weight specifications enable a paper process without problems. Do not exceed the recommended ranges and limits.
- Refer to the media specifications for more information about media formats and sizes *'Media'* on page 189

Originals to use

[76]

Originals	Input	Specifications
Sizes	Platen	297 x 432 mm maximum
	Automatic document feeder	140 x 203 mm minimum 297 x 432 mm maximum **Note:** *The Océ VarioPrint® 2062/75 permits the use of originals with dimensions that are not configured on the machine. However, the automatic document feeder cannot detect these sizes. You must adjust the enlargement or reduction, to copy or scan these originals.*
Weights	Platen	10 kg maximum
	Automatic document feeder	75 A4/Letter 8.5x11 or A5/Us Std 5.5x8.5 sheets (80 g/m2) 50 A4/Letter 8.5x11 or A5/Us Std 5.5x8.5 sheets (120 g/m2) 35 A3/Tabloid 11x17 sheets (80 g/m2)
Types	Platen	Any type of original
	Automatic document feeder	Slightly curled Not damaged originals 1-sided or 2-sided Perforated 2 or 4 holes

Note: *Do not use transparent originals in the automatic document feeder.*

Media

Media sizes for the European configured Océ VarioPrint® 2062/75

[77] European media sizes

Size (mm)	Media name	Orientation	Use in tray	Use in special feeder
148.5 * 210	A5	SEF	1, 2 and 3	No
203.2 * 254	Quarto	SEF	1, 2 and 3	No
203 * 330	Foolscap	SEF	1, 2 and 3	Yes
210 * 270	Commercial	SEF	1, 2 and 3	No
210 * 297	A4	LEF	1, 2, 3 and 4	Yes
		SEF	1, 2 and 3	Yes
210 * 330	Folio	SEF	1, 2 and 3	Yes
297 * 420	A3	SEF	1 and 2	Yes

Media sizes for the US configured Océ VarioPrint® 2062/75

[78] US media sizes

Size (inch)	Media name	Orientation	Use in tray	Use in special feeder
5.5 * 8.5	US Std 5.5x8.5	SEF	1, 2 and 3	No
8 * 10.5	US Gov 8x10.5	SEF	1, 2 and 3	No
8.5 * 10	Letter Gov 8.5x10	SEF	1, 2 and 3	No
8.5 * 11	Letter 8.5x11	LEF	1, 2, 3 and 4	Yes
		SEF	1, 2 and 3	Yes
8.5 * 13	Legal 8.5x13	SEF	1, 2 and 3	Yes
8.5 * 14	Legal 8.5x14	SEF	1, 2 and 3	Yes
11 * 17	Tabloid 11x17	SEF	1 and 2	Yes

Océ materials for the paper trays

- Océ Red Label Paper
- Océ Office Standard Paper
- Océ Recycled Label Paper.
- Océ Top Labels.

- Océ Coloured Labels.
- Océ Parchment Paper.
- Océ Top Coated Paper.
- Océ Embossed Coloured Paper.

Note: *Refer to the Océ web site www.oce.com for the complete overview of supplies.*

Note: *Make sure that you select the paper weight recommended for the paper trays. If the paper weight is more than 170 g/m2, use the special feeder.*

Materials for the special tray

- Océ Top Labels CD White Opaque 2/A4.
- Océ Clear Film Self-adhesive.
- Océ Overhead Film B&W MC 110/111//210.

Note: *Refer to the Océ web site www.oce.com for the complete overview of supplies.*

Appendix C
Addresses

Addresses of local Océ organisations

[79]

Océ-Australia Ltd. P.O. Box 363 Ferntree Gully MDC Vic 3165 **Australia** http://www.oce.com.au/	Océ-Österreich GmbH Postfach 95 1233 Vienna **Austria** http://www.oce.at/
Océ-Belgium N.V./S.A. J. Bordetlaan 32 1140 Brussel **Belgium** http://www.oce.be/	Océ-Brasil Comércio e Indústria Ltda. Av. das Nações Unidas, 11.857 Brooklin Novo São Paulo-SP 04578-000 **Brasil** http://www.oce-brasil.com.br/
Océ-Canada Inc. 4711 Yonge Street, Suite 1100 Toronto, Ontario M2N 6K8 **Canada** http://www.oce.ca/	Océ Office Equipment (Beijing) Co., Ltd. Xu Mu Cheng Chaoyang District Beijing 100028 **China** http://www.oce.com.cn/
Océ-Czech Republic ltd. Hanusova 18 140 21 Praha 4 **Czech Republic** http://www.oce.cz/	Océ-Danmark a/s Vallensbækvej 45 2605 Brøndby **Denmark** http://www.oce.dk/
Océ Finland OY Valkjärventie 7 D, PL 3 02130 Espoo **Finland** http://www.oce.fi/	Océ-France S.A. 32, Avenue du Pavé Neuf 93161 Noisy-le-grand, Cedex **France** http://www.oce.fr/
Océ-Deutschland GmbH Solinger Straße 5-7 45481 Mülheim/Ruhr **Germany** http://www.oce.de/	Océ-Hong Kong and China head office 12/F 1202 The Lee Gardens 33 Hysan Avenue Causeway Bay **Hong Kong** http://www.oce.com.hk/

Océ-Hungaria Kft. 1241 Budapest Pf.: 237 **Hungary** http://www.oce.hu/	Océ-Ireland Ltd. 3006 Lake Drive Citywest Business Campus Saggart Co. Dublin **Ireland** http://www.oce.ie/
Océ-Italia S.p.A. Strada Padana Superiore 2/B 20063 Cernusco sul Naviglio (MI) **Italia** http://www.oce.it/	Océ Japan Corporation 3-25-1, Nishi Shinbashi Minato-Ku Tokyo 105-0003 **Japan** http://www.ocejapan.co.jp/
Océ-Belgium S.A. Rue Astrid 2/A 1143 **Luxembourg**-Belair http://www.oce.lu/	Océ Malaysia Sdn. Bhd. #3.01, Level 3, Wisma Academy Lot 4A, Jalan 19/1 46300 Petaling Jaya Selangor Darul Ehsan **Malaysia** http://www.ocemal.com.my/
Océ-Mexico S.A. de C.V. Prolongación Reforma 1236, 4to Piso Col. Santa Fé, Del. Cuajimalpa C.P. 05348 México, D.F. **México** http://www.oceusa.com/	Océ-Norge A.S. Postboks 4434 Nydalen Gjerdrums vei 8 0403 Oslo **Norway** http://www.oce.no/
Océ-Poland Ltd. Sp.z o.o. ul. Bitwy Warszawskiej 1920 r. nr. 7 02-366 Warszawa **Poland** http://www.oce.com.pl/	Océ-Lima Mayer, S.A. Av. José Gomes Ferreira, 11 Piso 2 - Miraflores 1497-139 Algés **Portugal** http://www.oce.pt/
Océ Singapore Pte Ltd. 190 MacPherson Road #03-00 Wisma Gulab **Singapore** 348548	Océ Printing Systems (PTY) Ltd. P.O.Box 629 Rivonia 2128 **South Africa**

Océ España SA Business Park Mas Blau Osona, 2 08820 El Prat de Llobregat Barcelona **Spain** http://www.oce.es/	Océ-Svenska AB Sollentunavägen 84 191 27 Sollentuna **Sweden** http://www.oce.se/
Océ-Schweiz AG Sägereistrasse 10 CH8152 Glattbrugg **Schweiz** http://www.oce.ch/	Océ (Thailand) Ltd. B.B. Building 16/Floor 54 Asoke Road Sukhumvit 21 Bangkok 10110 **Thailand**
Océ-Nederland B.V. P.O.Box 800 5201 AV 's-Hertogenbosch **The Netherlands** http://www.oce.nl/	Océ (UK) Limited Océ House Chatham Way Brentwood, Essex CM14 4DZ **United Kingdom** http://www.oce.co.uk/
Océ North America Inc. 5450 North Cumberland Avenue Chicago, IL 60656 **USA** http://www.oceusa.com/	

Note: *The web site http://www.oce.com gives the current addresses of the local Océ organizations and distributors.*

Note: *The addresses of local Océ organizations for information about the Wide Format Printing Systems and the Production Printing Systems can be different from the addresses above. Refer to the web site http://www.oce.com for the addresses you need.*

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